

## Workday Finance - PeopleSoft Terminology Crosswalk

PeopleSoft Term	Definition	Workday Term
<b>FDM</b>		
Chart of Accounts	Data structure used for accounting and financial reporting; contains elements known as worktags.	<b>Foundation Data Model (FDM)</b>
Chart field values	An FDM dimension that is used to facilitate Workday transactions and create financial reports.	<b>Worktags</b>
No Legacy Term	One of six FDM worktags (Grant, Gift, Project, Cost Center, Revenue and Spend Category) that are mutually exclusive and derive certain related worktag values (i.e. Division, Fund, Account) within Workday.	<b>Driver Worktag</b>
No Legacy Term	Related Worktags will help complete a business transaction. These are the worktags associated with the driver worktag within the Workday System (Division, Fund, and Program). These worktags do not need to be provided, they will populate automatically (default) upon input of the Driver Worktag.	<b>Inherited/Related Worktags</b>
Department	An identifier for financial responsibility and oversight of a managed and budgeted entity	<b>Cost Center/ Designation(Driver)</b>
Blackbaud Project #	External source of funds whose usage may be restricted or designated for a specific purpose or time period but does not require the donor to receive anything in exchange for the funds.	<b>Gift (Driver)</b>
Grant Projects	Tracks a specific funding source provided by an outside sponsor (e.g. federal, state, foundation, local) with detailed reporting requirements and requires the sponsor to receive something of value in return for the funds.	<b>Grant (Driver)</b>
Capital Projects	Project is used to accumulate funding for an identifiable deliverable over a specific period of time. Projects will be sub-divided into phases. As with grants, they have their own multi-year budgets. Projects are the detailed worktag for Plant Funds and are usually associated with capital budgets.	<b>Project (Driver)</b>
Business Unit	A separate, tax identifiable entity.	<b>Company</b>

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Detail Codes	Provides a granular view of revenues earned at the University. Grouped into hierarchies and mapped to ledger accounts for financial reporting. Required on all revenue transactions. These codes are used on customer contracts, billing, and accounts receivable that drives accounting behavior. Budget check step happens here.	<b>Revenue Category (Driver)</b>
Purchase Category	Provides a granular view of expenses incurred at the University. Grouped into hierarchies and mapped to ledger accounts for financial reporting. Required on all expense transactions. These codes drive accounting behavior.	<b>Spend Category (Driver)</b>
Account	Natural accounts are where debits and credits are recorded in the general ledger. Ledger accounts are summarized into hierarchies for financial reporting and are managed by the Controller's Office for financial reporting. A ledger account is associated with each revenue and spend category selected in a transaction.	<b>Ledger Account (Related)</b>
Fund	Represents a method of accounting based on the University's designation of funding categorization. Funding categories include: Unrestricted (Operating), Restricted and Plant. A fund is required on all financial transactions and will default based on the cost center, grant or project.	<b>Fund (Related)</b>
EP Code	Used for external financial reporting for the classification of expenses in categories prescribed by NACUBO. This code is required on all financial transactions and will default based on the cost center, grant or project.	<b>Program (Related)</b>
VPOrg/Division	Identifies the Division of the University. Examples, include School of Business, Office of the President, and Provost Office. These hierarchies are maintained by the Controller's Office and will default based on the cost center, grant or project.	<b>Division (Related)</b>
Optional Chartfields	To capture additional data for reporting, control or reconciliation.	<b>Custom Worktags</b>
Product	Used with revenue to identify the academic term.	<b>Academic Period</b>
No Legacy Term	Used with grants to drive accounting for certain transactions (participant costs & equipment on grants). Also used in General Accounting to indicate specific Bond Issue.	<b>Transaction Detail (Custom Worktags)</b>

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<b>Financial Accounting</b>		
Manual Accounting Journals	<p>Accounting journals are manual journals that may be used to move funds from one account to another in order to correct transactions posted to the wrong account, or for other reasons such as correcting a spend category, revenue category or to record a transaction.</p> <p><b>Note:</b> Accounting journals are not to be confused with Manual Cash Journals which are covered under a separate business process known as Ad Hoc Bank Transaction. Today's CRMs are also considered "Manual Accounting Journals", however if goods and/or services are exchanged, it will be recorded with the help of the Create Internal Service Delivery business process.</p>	<b>Accounting Journals</b>
AR Direct Journals	A business process to record after the fact cash deposits or withdrawals, including wire transfers, that appear on the Daily Bank Report sent by the Office of the Treasury.	<b>Ad Hoc Bank Transactions</b>
Journal Entry Form	<p>A Workday business process used to perform accounting journals. Accounting journals are manual journals that may be used to move funds from one account to another in order to correct transactions posted to the wrong account, or for other reasons such as correcting a spend category, revenue category or to record a transaction.</p> <p><b>Note:</b> The Journal Entry Form will not exist in the Workday system. The Create Journals business process will be used for non-cash journal entries and do not involve any exchange of goods or services.</p>	<b>Create Manual Journal/ Accounting Journal EIB</b>
Account Transfer Journals	A Workday business process used to perform accounting adjustments for paid expenses. Accounting adjustment may be used to move funds from one cost center to another in order to correct transactions posted to the wrong cost center, or for other reasons such as correcting a spend category, revenue category, grant, gift or project.	<b>Accounting Adjustment</b>

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<b>Expenses</b>		
Travel Requisition/Travel Purchase Order/TAR	Workday allows an employee (faculty/staff) or a Travel/Procurement Coordinator to request pre-approval to travel and spend funds.	<b>Spend Authorization</b>
Travel Reimbursement Voucher, Reimbursement Other Than Travel (ROTT), PCard Voucher	A business process used to facilitate expense reimbursements. Can be used to create new expense reports, copy previous expense reports or create expense reports from Spend Authorizations. Expense reports are also used to reconcile Expense Card Transactions	<b>Expense Report</b>
Supplier	A role that allows the University to Reimburse non-employees such as students, interview candidates, and guest speakers for expenses. The Travel/Procurement Coordinator will submit an Expense Report for a Non-Worker.. Disbursements processes payment in Workday.	<b>External Committee Member</b>
Category Codes	Provides operational detail of travel and expense activity that maps (usually in summary) to spend category. Expense items are used in spend authorizations and expense reports.	<b>Expense Items</b>
PCard	Credit card set up for expense usage in Workday. May only be used for travel and non-PO purchases under \$1,000, with limited exceptions.	<b>Expense Cards</b>
<b>Procurement</b>		
ePro Requisition/Requisition	Request for a purchase of goods and services.	<b>Create Requisition</b>
No Peoplesoft Equivalent	Request for goods from a directly-linked supplier's website (e.g., Staples, Fisher, etc.).	<b>Connect to Supplier Website</b>
Receiving	Confirmation of receipt of goods and services in the system.	<b>Create Receipt</b>
Purchase Category /Category Account	Codes identifying the commodities being requested for purchase.	<b>Spend Category</b>
Quick Invoice	Request for payment for goods and services that do not require a purchase order (e.g., subscriptions, honorariums, memberships, etc.).	<b>Supplier Invoice Request</b>
No Legacy Term	A person who manages a gift from a Donor.	<b>Gift Manager</b>
PI	Principal investigator who typically serves as the lead on a Grant.	<b>Grant Manager</b>
Responsible Fiscal Officer	Manager responsible for approving financial transactions within a cost center.	<b>Cost Center Manager</b>

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Issued	Purchase orders which have been approved by Procurement Services are Issued to the Supplier.	<b>Dispatch</b>
Vendor	Created to procure goods and services for the organization. Details for managing payment terms, procurement methods, supplier relations and tax reporting must be provided.	<b>Supplier</b>
PCard	Credit card set up for procurement usage in Workday. May only be used for P.O. purchases. Distribution is limited to select users in the College/Division Business Center and kNEXT.	<b>Procurement Card</b>
Qualtrics UCF Substitute W9	A website to be used by prospective suppliers to provide tax information and all relevant supplier information. This is not open to suppliers who are not US citizens.	<b>Prospective Supplier Portal</b>
Voucher	Supplier Invoices are created in Workday to pay invoices received from a supplier. They may be created off a purchase order, contract, supplier invoice request or stand alone. Supplier invoices generate approvals through workflow.	<b>Supplier Invoice</b>
No PeopleSoft Equivalent	Request for payment for goods and services that do not require a purchase order (e.g., utilities, library subscriptions, etc.). Supplier Invoice Request is used by employees outside the College/Division Business Center. Travel/Procurement Coordinators in the College/Division Business Center will Create a Supplier Invoice.	<b>Create Supplier Invoice Request</b>

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<b>Internal Service Delivery</b>		
Parking Dept., Recreation Center, etc.	Delivers internal goods and/or services to an internal or external entity. ISPs are set up at the department (Cost Center) level.	<b>Internal Service Provider (ISP)</b>
Actual Expense Transfer/Inter departmental Sales	A Workday transaction that records critical information related to the item(s) that an ISP provides to a requester. When approved and passed budget checking, it generates revenue for the ISP and expense for the requester.	<b>Internal Service Delivery (ISD)</b>
No Legacy Term	An ISP's list of goods and services, their description and associated prices.	<b>Internal Catalog</b>
<b>Budgets</b>		
Budget	A budget is a forecast of revenues and expenses for a specified time period such as a fiscal year, or the duration of a grant or project. Budgets also represent the approved dollar amount for spending, or an approved revenue target.	<b>Budget</b>
Available Budget	Sometimes referred to as "available balance" this is the amount of budget remaining available to spend, after subtracting actual expenditures, requisitions and POs that have occurred to-date.	<b>Available Budget</b>
Commitment Control	For Operating funds and Gifts, the Financial Budget will house non-personnel and temporary employee budgets. For Grants, the Financial Budget will include both personnel and non-personnel budgets.	<b>Financial Budgets</b>
Position Budgets	A position budget will be managed for each "permanent" position within the Position Budgeting function in Workday HCM. Reports will bring Financial Budgets and Position budgets together to display the full budget. Temporary positions are budgeted in Financial Budgets.	<b>Position Budgets</b>
Commitment Control Ledger	The budget structure organizes the budget control rules. There are separate structures for operating budgets, grants, and projects.	<b>Budget Structure</b>
Commitment Control Tree	A budget ledger summary is associated with a budget structure. It is a hierarchy of child ledger accounts that roll up to a Parent ledger summary, such as General Operating, Travel, Advertising and Marketing. Parent amounts are the sum of the child amounts.	<b>Budget Ledger Summary/Budget Control</b>

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Budget vs. Actual (Variance) Report	Report that displays the budget (plan), actuals, encumbrances and available budget remaining when actuals and encumbrances are subtracted.	<b>Budget vs. Actuals (Variance) Report</b>
Pre-Encumbrances and Encumbrances	These amounts represent requisitions and purchases orders, which encumber the budget and reduce the available budget for future purchases.	<b>Commitments and Obligations</b>
Budget Check	Budget check is a business process embedded within other business processes, such as requisitioning, for the purpose of checking whether there is sufficient budget for the purchase.	<b>Budget Check</b>
Budget Exceptions/ Budget Errors	Budget exceptions are warnings or errors issued by Budget Check when a transaction amount exceeds the available budget or when there is no budget.	<b>Budget Exceptions</b>
Budget Journal or Budget Transfer	“Create budget amendment” is a business process to transfer budget. Configured to allow users to submit requests for balanced budget amendments (increase/equal decrease). Approval will be required of the Cost Center Manager and the Office of Budget and Planning (Budget Office).	<b>Budget Amendment</b>
Budget Entry Type	Every budget amendment will be assigned a Budget Amendment Type which indicates with the amendment is the <u>Original Budget</u> , a <u>Temporary Amendment</u> , or a <u>Permanent Amendment</u> .	<b>Budget Amendment Type</b>
Budget Entry	This security role is for cost center employees who will initiate budget amendments and submit them for approval.	<b>Cost Center Budget Specialist</b>
Budget Approver	This security role has multiple functions including the ability to approve budget amendments or enter them themselves, for their own cost center(s). The amendment will then route to the Budget Office for final approval.	<b>Cost Center Manager</b>
Ad Hoc Approver	This security role has multiple functions including the ability to approve budget amendments or enter them themselves for any cost center in their division. The amendment will then route to the Budget Office for final approval.	<b>Division Budget Manager</b>
<b>Customer Accounts</b>		
Customer	Created for external billing, managing accounts receivable, and tracking customer payments.	<b>Customer</b>
Departmental Transmittal Form	Record a sale in Workday when a customer invoice does not exist. Cash sales are not restricted to cash; you can select any payment type available.	<b>Cash Sale</b>

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AR Billing	Record a sales event and create receivables accounting.	<b>Customer Invoice</b>
AR Deposit	Record the receipt of customer payments and apply them to invoices and invoice adjustments.	<b>Customer Payment</b>