

### Overview

This document contains conceptual information about Workday Financials functionality. This document will provide a high-level overview of Workday's Foundation Data Model (FDM) and worktags.

### Foundation Data Model (FDM)

- The FDM is the framework that supports all financial and management reporting across the organization; it is a multidimensional data structure that supports all transaction processing and reporting.
- Because the FDM impacts all transactions, it is effectively the core of Workday Financials.
- The FDM is also shared with Workday Payroll and Workday HCM (Human Capital Management).
- The FDM allows users to “tag” transactions to make them easier to find, express the business purpose clearly, and facilitate reporting and data summarization.
- Tagging is done using “worktags”:
- Users can tag transactions with worktags relevant to their task and unique needs.
- Instead of entering an accounting number code, users select worktags that are letter-or word-based to describe the transaction's business purpose.
- Various Workday transactions use combinations of the FDM worktags to record the activity appropriately.
- Through different combinations of worktags, the FDM provides multi-dimensional accounting, operational, and management reporting.

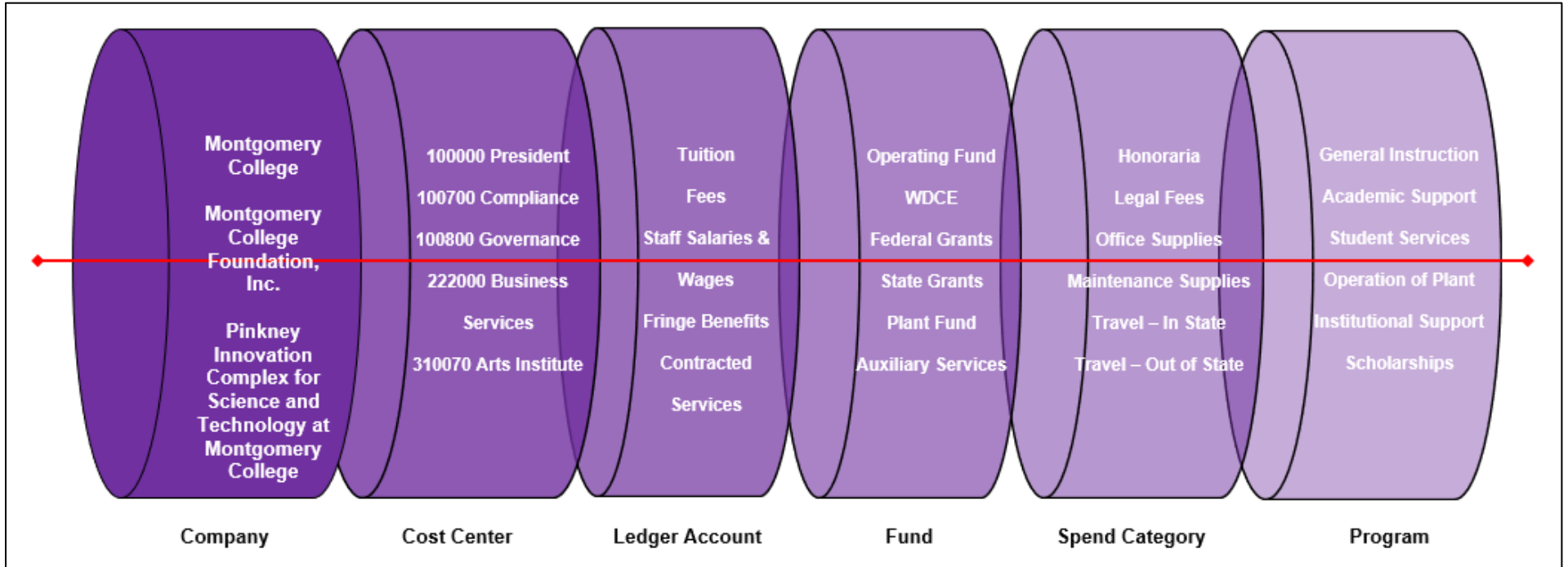
**Note:** For more information on worktags, please see the **Worktags Overview** section of this guide.

# Foundation Data Model (FDM) Overview

## Quick Reference Guide for Employees

### FDM 101

As you review the graphic below, imagine that every wheel spins independently and when they stop, they create different patterns of information containing a Company, Cost Center, Ledger Account, Fund, Spend Category, Program, etc., which are relevant and unique to each transaction.



### Worktags Overview

- Worktags are keywords assigned to each transaction to indicate its College purpose.
- Worktags are used to accurately categorize, classify, and aggregate transactions for financial, operational, and external reporting and analysis purposes.

### Worktag Type Precedency (Driver Worktag)

- For most processes, once you select one Worktag, related values default. If you spend from your operating budget, enter a Cost Center, the related Fund and Program default. If spending from grant, you select a Grant, the related Cost, Center, Fund, & Program default.
- When selecting Worktags, first input Grant, followed by Project, then Cost Center to get the correct default values.

**Banner-to-Workday FOAPA Values:** If you need to locate the previous Banner FOAPA value and what the value is now called in Workday, you will need to use the *Banner-to-Workday Crosswalk Query* report (e.g. fund, organization, program, activity, etc.). From the Workday search bar, type Banner-to-Workday Crosswalk Query and select the report. Read the instructions provided on the screen to locate the needed value(s).

**Worktags**

Banner Term(s)	Workday Term	Description
Activity Code	Activity	Used for tracking department specific revenue or expenses that are not already tracked utilizing other FDM dimensions.  Examples include New Staff Orientation, Fall Musical, First Year Experience, and more.
Chart of Accounts	Company	Usually represents a legal entity and is the primary entity for recorded business transactions and financial reports. A Workday company equates to a single tax ID within an enterprise. A company is a type of Workday organization.
Organization	Cost Center/Specialization	Represents “where” revenue or costs are being recorded. Cost Centers are generally used to identify departmental budgets and typically identify defined business segments.  <b>Note:</b> A Specialization is a sub-division of a Cost Center based on department’s needs.
Grant/Foundation Fund and/or Activity Code	Grant	Used to track the activities of the College’s externally funded grants associated with an award.  <b>Note:</b> For AELG it is determined from Fund + Activity. For Foundation grant to the College, it is determined based on Activity. For everything else, it is determined from Fund.  Gifts are managed and used by the Foundation to track donor contributions and amounts available to be spent within donor restrictions. For foundation grant to the college, foundation gift will default from the college grant onto the transaction. It should not be changed or deleted. It provides supplemental information on a grant to identify the gift funding source.

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Fund Code	Fund/Agency/Auxiliary	<p>Defines College activities restricted, unrestricted, and fund reserved for plant projects. Funds are also used to group related activities for financial statement and budget management purposes.</p> <p><b>Note:</b> Agency Funds and Auxiliary Services are sub-divisions of funds in Workday. Allowed Funds are assigned to each Cost Center, Grant and Project.</p>
Account Code Type	Ledger Account	<p>Used to sort, store, and summarize a company's financial transactions (Assets, Liabilities, Revenue, and Expenses) for financial reporting. It is also used to store revenue, non-salary/benefit expense budget for a specific cost center.</p>
Program	Program/Discipline	<p>Functional Classification used to track operating expenses for financial statement reporting. Allowed Programs &amp; Disciplines are assigned to each Cost Center, Grant, and Project.</p> <p><b>Note:</b> Program will default based on the Cost Center. Discipline is only used for Instructional Program 1000.</p>
Not Applicable	Project	<p>Used to track the projects created and managed by the Office of Facilities and Office of Information Technology. They are mostly funded by the Capital budget. This is a new dimension in Workday that was not previously utilized with Banner transactions.</p> <p><b>Note:</b> This dimension is required for all capital budget non-salary/benefit expense transactions.</p>
Account Code	Revenue Category	<p>Used to organize, track, and report on College revenues. It represents detailed revenue being recorded.</p> <p><b>Note:</b> This dimension is required for all revenue transactions.</p>
Account Code	Spend Category	<p>Used to organize, track, and report on College expenses. It represents detailed expense being recorded. Expense items are associated with specific spend categories.</p> <p><b>Note:</b> This dimension is required for all expense transactions.</p>