



FDM and Worktag Tip Sheet

What is the Foundation Data Model?

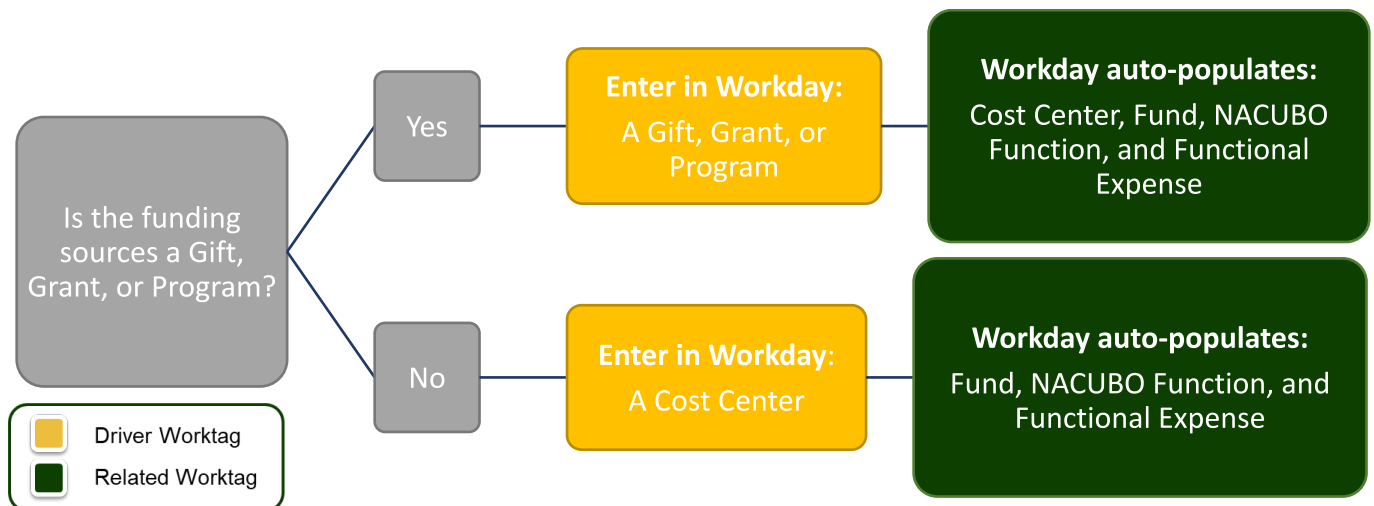
- The Foundation Data Model (FDM) is a framework that supports reporting, security, and workflow in Workday.
- The Foundation Data Model will replace the current Chart of Accounts (COA)
- Current Banner fund and org numbers will become worktags in Workday.
- It is no longer necessary to memorize long strings of numbers, instead utilize Workday's search functionality to find worktags.

What is a Worktag?

- Worktags are dimensions that help identify financial transactions and categorize them for reporting.
- Worktags entered on transactions drive workflow. For example, if a transaction requires approval, the Worktags entered may determine who it routes to.
- Worktags can be organized into hierarchies which can streamline reporting.

Worktag Types

- There are 3 types of worktags:
 - Driver Worktags: A type of worktag identifying the primary source that drives a transaction.
 - Related Worktags: A type of worktag that can auto-populate based on the driver worktag entered on a transaction.
 - Other Worktags: Any other worktags that may need to be added based on the type of transaction
- By entering a driver worktag, which is required on most transactions, related worktags will be able to automatically populate their values.
- The flow chart demonstrates which **related worktags** will populate based on the **driver worktag** selected.



Banner to Workday Crosswalk

Workday Worktag	Description	Banner
Grant	Worktag identifies activities funded by an external party and associated with an award with defined start and end dates. Driver Worktag	Fund Funds 107XXX
Program	A worktag that identifies general operational activity not funded by Gifts/Endowments Driver Worktag	Fund Funds 100207, 100208, 100209, 100212, 101000, 103000, 14XXXX, 210001, 311000 Accounts 357XXX.
Gift	Worktag that identifies non-Grant external funding sources used for endowments/student aid gifts/departmental gifts Driver Worktag	Fund Funds 100206, 105000, 12XXXX, 13XXXX, 16XXXX, 206XXX, 22XXXX, 23XXXX, 24XXXX, 32XXXX, 33XXXX.
Cost Center	A worktag that identifies a unit within SNC where revenue or costs are being recorded and is generally used to identify departmental budgets. Cost centers may be a part of a cost center hierarchy Driver or Related Worktag	Organization
Spend Category	A worktag used to provide detailed insight into expenses being recorded. Other Worktag (Enter if applicable)	Account Code Accounts 7XXXXX
Revenue Category	A worktag used to provide detailed insight into revenue being recorded. Other Worktag (Enter if applicable)	Account Code Accounts 5XXXXX
NACUBO Function	NACUBO expense purpose used for financial statements e.g., Instruction, Research, etc. Related Worktag	Program
Fund	A worktag that corresponds to Net Assets category e.g., operating, capital, unrestricted endowment, restricted endowment, etc. Related Worktag	N/A
Functional Expense	A worktag that groups expenses according to the purpose for which the costs are incurred. The classifications tell why an expense was incurred rather than what was purchased. Related Worktag	N/A