

## OVERVIEW

This guide provides a list of FDM elements and their general usage.

Please see **Crosswalk: Financial Terminology** for definitions of the FDM elements; and **Crosswalk: Funds** and **Crosswalk: Account and Activity Code** for Banner to Workday values.

Driver worktag: when selected, auto-populates related worktags on a transaction

Related worktags: these worktags auto-populate on a transaction when a driver worktag is selected

Additional worktags: manually entered by the user to further specify a transaction

HCM/Payroll notes:

- 1) All employees should have a Costing Allocation (which includes Assignee for FT employees)
- 2) BEN and HCM worktags are managed and maintained by Human Resources; do not change when making org assignment updates
- 3) Inactive worktags should be removed from costing allocations and replaced with the new worktag combinations

Examples of driver, related, and additional worktags (from the FDM Webinar located in the Job Aids & Video Library):



FDM Element	Usage
<p><b>Company</b></p>	<p>Saint Louis University</p> <p>(Other values used by Central Accounting only)</p>
<p><b>Cost Center</b></p>	<p>Driver or related worktag</p> <p>Driver: Fund and Function default from Cost Center; do not change these values</p> <p>Related: Cost Center defaults from Grant / Gift / Specialty / Program / Project</p>

FDM Element	Usage
Fund	<p>Related worktag</p> <p>Defaults from Cost Center or Grant / Gift / Specialty / Program / Project</p> <p>Corresponds to columns on SLU’s audited financial statements</p> <p>Funds include Operating, Designated Unrestricted, Sponsored Programs, SLUCare, etc.</p>
Function	<p>Related worktag</p> <p>Defaults from Cost Center or Grant / Gift / Specialty / Program / Project</p> <p>NACUBO expense purpose, e.g., Instruction, Research, Public Service, etc.</p> <p>Do not change this value</p> <p>School of Medicine will be using Function to identify faculty charter CART elements (Clinical / Administration / Research / Teaching)</p>
Grant / Gift / Specialty / Program / Project	<p>Driver worktags</p> <p>Cost Center / Fund / Function default</p> <p>Workday worktag values:</p> <ul style="list-style-type: none"> <li>• The six-digit Banner fund code was established in Workday for Grants, Gifts, Programs, Projects</li> <li>• Specialty is the code that exists in the IDX billing system</li> <li>• Effective July 1, 2020, new Projects are numbered PROJ-000000 and Grants GRANT-000000</li> <li>• New Gifts and Programs continue to be manually assigned a six-digit numeric code</li> </ul> <p><b>Only one driver worktag allowed per accounting line</b></p> <p><b>Exceptions:</b> Please see below for details</p> <ul style="list-style-type: none"> <li>*Grant Cost Share</li> <li>*Fund 11 Operating</li> <li>*Fund 81 SLUCare</li> <li>*Fund 82 CADE</li> </ul>

FDM Element	Usage
<b>Grant Cost Share</b>	<p>Driver worktag</p> <p>Used anytime SLU will be paying for a component of a sponsored program that is not covered by the sponsor</p> <p>Used with Cost Center or Gift or Project or Program or Specialty</p> <p>When used with a Gift or Project or Program or Specialty, enter the Cost Share Grant first so that related worktags of the Gift / Project / Program / Specialty default</p>
<b>Fund 11 Operating</b>	<p>May be associated with Cost Center, or Program, or Project, or Cost Share Grant; not used with Specialty or 'primary' Grant</p>
<b>Fund 21 Designated Endowment Income</b>	<p>Requires a Gift</p>
<b>Fund 24 Designated Unrestricted</b>	<p>Requires a Gift or Program or Project</p>
<b>Fund 31 Sponsored Programs</b>	<p>Requires a Grant</p>
<b>Fund 32 Clinical Trials</b>	<p>Requires a Grant</p>
<b>Fund 51 Loan Unrestricted</b>	<p>Requires a Grant</p>
<b>Fund 52 Loan Permanently Restricted</b>	<p>Requires a Gift</p>
<b>Fund 71 Construction Projects</b>	<p>Requires a Project</p>
<b>Fund 81 SLUCare Unrestricted</b>	<p>Requires a Specialty or Program, with the following exceptions</p> <p>Exceptions:                      Cost Centers D457 Compliance                      D465 Call Center                      D467 SLUCare Ambulatory                      Z460-Z470 PMO</p>

FDM Element	Usage
<b>Fund 82 CADE Unrestricted</b>	Used with Cost Centers D179-2,3,4,5 (no other driver tags required)
<b>Fund 91 Agency</b>	Requires a Program
<b>Assignee</b>	Additional worktag (optional)  Enter employee name to track financial activity by employee; established for full-time employees
<b>Activity Code</b>	Additional worktag (optional)  Run Data Audit Activity Code and Activity Code Hierarchies for a listing of valid values; used for department/division specific reporting requirements
<b>Location</b>	Additional worktag (optional)  Enter building name to track financial activity by location
<b>Customer Contract</b>	Additional worktag (optional)  Enter customer contract to track financial activity by customer contract
<b>Revenue Category</b>	Driver worktag for Operational transactions  Run Data Audit Revenue Categories and Revenue Category Hierarchies for a listing of valid values; see also Crosswalk: Account and Activity Code
<b>Sales Item</b>	Driver worktag for Operational transactions  Run Data Audit Sales Items for a listing of valid values; see also Crosswalk: Account and Activity Code
<b>Spend Category</b>	Driver worktag for Operational transactions  Run Data Audit Spend Categories and Spend Category Hierarchies for a listing of valid values; see also Crosswalk: Account and Activity Code

FDM Element	Usage
<b>Ledger Account</b>	Defaults from Revenue Category (or Sales Item) or Spend Category for Operational transactions  Operational transactions include purchase requisitions, Supplier Invoice Request, Internal Service Delivery, Procurement Card  Required for Accounting Journals
<b>Business Unit</b>	No longer used effective July 1, 2020