

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



FDM Element	Usage
<p>Fund</p>	<p>Related worktag</p> <p>Defaults from Cost Center or Grant / Gift / Specialty / Program / Project</p> <p>statements</p> <p>Funds include Operating, Designated Unrestricted, Sponsored Programs, SLUCare, etc.</p>
<p>Function</p>	<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>
<p>Grant / Gift / Specialty / Program / Project</p>	<p>Driver worktags</p> <p>Cost Center / Fund / Function default</p> <p>Workday worktag values:                      The six-digit Banner fund code was established in Workday for Grants, Gifts, Programs, Projects                      Specialty is the code that exists in the IDX billing system                      Effective July 1, 2020, new Projects are numbered PROJ-000000 and Grants GRANT</p>



FDM Element	Usage
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**Grant Cost Share**

Driver worktag

Used anytime SLU will be paying for a component of a sponsored program that is not covered by the sponsor

Used with Cost Center or Gift or Project or Program or Specialty

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



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 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

