

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>Company</p>	<p>Saint Louis University</p> <p>(Other values used by Central Accounting only)</p>
<p>Cost Center</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
<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
Fund 82 CADE Unrestricted	Used with Cost Centers D179-2,3,4,5 (no other driver tags required)
Fund 91 Agency	Requires a Program
Assignee	Additional worktag (optional) Enter employee name to track financial activity by employee; established for full-time employees
Activity Code	Additional worktag (optional) Run Data Audit Activity Code and Activity Code department/division specific reporting requirements
Location	Additional worktag (optional) Enter building name to track financial activity by location
Customer Contract	Additional worktag (optional) Enter customer contract to track financial activity by customer contract
Revenue Category	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
Sales Item	Driver worktag for Operational transactions

