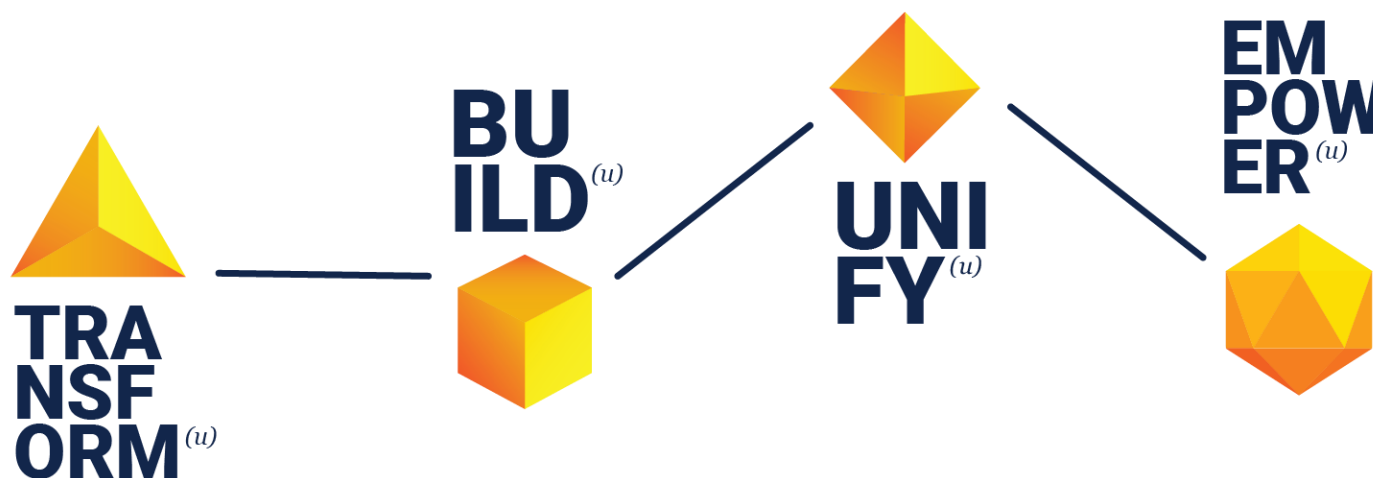


THE ENTERPRISE TRANSFORMATION | FINANCIALS

Key Concepts of the Foundation Data Model



Seminar Goals

- This seminar is a lecture-style offering. Please hold your questions as time is allotted at the end for Q&A.
- The purpose of this seminar is to reinforce the concepts of the web-based training on the Key Concepts of the Foundation Data Model (FDM). This training defines important Workday FDM terminology. While some of these new topics may seem abstract, they are the foundation of understanding core Workday functionality and they are vital to transacting and reporting in Workday. You will see practical applications of these workday FDM terms in future instructor-led training courses.
- This training is specific to the FDM and will not deep dive into areas such as Procurement, Expenses, Grants, etc. There are separate training courses for these areas.

Agenda

- Course Objectives
- Workday Overview
- Worktags
- Ledger Account Structure
- FDM Crosswalk Tool
- Hierarchies
- Course Review and Questions
- Next Steps

Safe Harbor

The information delivered within this presentation was originally published in May 2019.

This information, while accurate at the time, is subject to change.

Course Objectives

By the end of this course, users will be able to:

- Understand Workday's Foundation Data Model (FDM).
- Distinguish Driver Worktags and Related Worktags.
- Identify Ledger Accounts, Spend Categories, Revenue Categories, and Expense Items.
- Utilize the FDM Crosswalk Tool.
- Grasp the concept of Hierarchies.

Learning Methods

There are two types of learning methods that will be utilized during today's seminar:

Knowledge Checks

Instructors will ask users a question on a previously discussed Workday topic.



Demonstrations

Instructors will introduce a topic and show how to complete a process in Workday. Users will watch and reserve any questions for the Q&A portion at the end of the seminar.



Workday Overview

Workday Financials Overview

- Workday Financials is a cloud-based financial management software that provides a modern, user-friendly experience.
- It is organized into distinct **Functional Areas**, or groups of related tasks, reports, and business processes.
- A complete list of Functional Areas is described on the right, but this training focuses on Financial Accounting.

Workday Process Area	GT PeopleSoft Business Area
Business Assets	Asset Management
Banking & Settlement	Treasury Services
Budgets	Budget Maintenance and Development
Customer Accounts	Accounts Receivable Contract Management (Customers)
Expenses	Travel & Expenses
Financial Accounting	General Ledger
Grants Management	GT Grants Management
Planning	Budgets and Planning
Procurement	Procurement (eProcurement/ BuzzMart) Procurement Card Management Contract Management (Suppliers)
Projects	Facilities Management
Supplier Accounts	Vendor Management Accounts Payable

Foundation Data Model Overview

- **The Foundation Data Model (FDM)** is defined as a multi-dimensional structure that is the Workday equivalent to the traditional Chart of Accounts (COA). It is the framework that will support accounting and financial reporting across Georgia Tech.
- The FDM provides clear and consistent definitions of financial dimensions to standardize reporting and accounting at all levels, while remaining flexible enough to accommodate growth.

Foundation Data Model Overview (cont.)

- Core FDM concepts include:
 - Worktags
 - FDM Crosswalk Tool
 - Hierarchies
- These fundamental building blocks are the foundation of the FDM and make it possible to:
 - Run Reports
 - Create Requisitions
 - Create Purchase Orders
 - Create Expense Reports
 - Create Journals

Worktags

Worktags Overview

- **Worktags** are defined as FDM dimensions which identify financial transactions and categorize them for reporting, establishing common relationships through classification.
 - Users do not create Worktags, but only use them on financial transactions.
- Ex) Imagine you took a photo of your family at the Super Bowl and uploaded it online. To easily find the picture later, you might tag the photo with keywords such as:
 - Atlanta, football, family, February, and 2019
 - Worktags function similarly, but for financial transactions rather than photos.
- Types of Worktags:
 - **Driver**
 - **Related**
 - **Other**

Driver Worktags

Driver Worktags default Related Worktags, reducing the number of fields a user is required to know to enter a transaction. They are similar to SpeedTypes in PeopleSoft. You can only select one Driver Worktag.

Driver Worktag	Description	PeopleSoft COA
Designated: <ul style="list-style-type: none"> Ex) DE00005997 Office of the Controller 	This custom Worktag represents a specific set of funding sources that may not fit into one of the other Driver Worktags. It drives a distinct combination of Related Worktags.	Project ID
Grant: <ul style="list-style-type: none"> Ex) GR10000760 Prime Grant - NSF Graduate Research Fellowship Program 	This delivered Worktag identifies funds received from a Sponsor for a specific purpose as identified by the Sponsor. It is used to track external and internal (cost share) sources of funding that are treated similar to sponsored Awards.	Fund or Project ID
GTRI Charge Code: <ul style="list-style-type: none"> Ex) D8192.01.03.00.0000 GTRI EQUIPMENT 	This custom Worktag facilitates integration between Workday Financials and Deltek Costpoint. This Worktag is for GTRI only.	Attribute of Project ID

Driver Worktags (cont.)

Driver Worktags default Related Worktags, reducing the number of fields a user is required to know to enter a transaction. They are similar to SpeedTypes in PeopleSoft. You can only select one Driver Worktag.

Driver Worktag	Description	PeopleSoft COA
Project: <ul style="list-style-type: none"> Ex) PJ00000020 New Campus Center Concept 	This delivered Worktag identifies an accumulation of costs for a specific purpose or activity. It is used for traditional projects with a scope of work and defined start and end date.	Project ID
Custodial Entity: <ul style="list-style-type: none"> Ex) CE0303 Acapella Student Club 	This custom Worktag identifies external funds held by the Institute from a related organization, where the Institute serves as a custodian or fiscal agent for the funds.	Project ID
Gift: <ul style="list-style-type: none"> Ex) GTF997001826 Pearce, Marion G III Scholarship Endow 	This delivered Worktag identifies external contributions received for a specific purpose as identified by the donor. This Worktag is used for endowments and non-endowed trusts.	Fund or Project ID

Related Worktags

Related Worktags are auto-populated on transactions based on the Driver Worktag selected and should not be changed on a transaction.

Related Worktag	Description	PeopleSoft COA
Cost Center: <ul style="list-style-type: none"> Ex) CC000155 Housing Office 	This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility. Cost Centers have been established for each college and VP area, generally mimicking Georgia Tech’s operational structure.	Department ID. Generally, not a 1:1 relationship.
Fund* <ul style="list-style-type: none"> Ex) FD10000 State Appropriations – Educational and General 	This delivered Worktag segregates self-balancing transactions based on special regulations, restrictions, or limitations. The values for this Worktag will align with the Fund Chartfield values as identified by the USG.	Fund

*Aligned to University System of Georgia (USG) values

Related Worktags (cont.)

Related Worktags are auto-populated on transactions based on the Driver Worktag selected, and should not be changed on a transaction.

Related Worktag	Description	PeopleSoft COA
Class* <ul style="list-style-type: none"> Ex) CL11981 – Tuition & Fees – Fall Semester - Undergraduate 	This custom Worktag identifies the specific source of funds used for recording financial transactions.	Class Field
Function* <ul style="list-style-type: none"> Ex) FN11100 General Academic Instruction 	This custom Worktag identifies the general purpose of transaction, adhering to the National Association of College and University Business Officer (NACUBO) functional classifications.	Program Code

*Aligned to USG values

Multiple Driver Worktags

- If multiple Driver Worktags are entered in error on a transaction, the system will populate the Related Worktags based on the last Driver Worktag entered.
- There are times when a transaction is associated with multiple Driver Worktags. In these scenarios, the additional Driver Worktags will auto-populate as Related Worktags when the Driver Worktag is entered.

Multiple Driver Worktag Examples

- Cost Share funded by GTRC will have a Grant Driver Worktag to identify cost share, and a Gift Related Worktag to identify GTRC funds.
- A GTF Primary Gift has a Gift Driver Worktag. If it is subsequently allocated to multiple units, those units will have a Designated Worktag as the Driver Worktag, and a Gift Worktag as the Related Worktag identifying the GTF Primary Gift.

Worktags Knowledge Check

Which Worktag identifies an organizational structure or unit with budget and financial responsibility?

- A) Cost Center
- B) Custodial Entity
- C) Designated
- D) Class



Worktags Knowledge Check

Which Worktag identifies an organizational structure or unit with budget and financial responsibility?

A) Cost Center

B) Custodial Entity

C) Designated

D) Class



Other Worktags

Other Worktags are transaction specific Worktags which vary based on the transaction type.

Other Worktag	Description	PeopleSoft COA
Spend Category: <ul style="list-style-type: none"> Ex) SC714101 - Supplies and Materials – Office Supplies 	This delivered Worktag identifies the specific type of spend (expense) for a transaction.	Expense Account
Revenue Category: <ul style="list-style-type: none"> Ex) RC401100 - Resident Tuition 	This delivered Worktag identifies the specific type of revenue for a transaction.	Revenue Account
Expense Item: <ul style="list-style-type: none"> Ex) Domestic Travel - Parking 	This delivered Worktag identifies and categorizes travel-related expense transactions.	Expense Type

Other Worktags (cont.)

Other Worktags are transaction specific Worktags which vary based on the transaction type.

Other Worktag	Description	PeopleSoft COA
Balancing Unit: <ul style="list-style-type: none"> Ex) BUXXX 	This custom Worktag is currently being used to maintain carry forward balances for Departmental Sales and Services.	Fund
Location: <ul style="list-style-type: none"> Ex) 300_ERP Building_Testing Room 	This delivered Worktag is used for asset Location assignment, work Location, workspaces, Procurement shipping Location, student classrooms and other instructional Locations.	Location
Program: <ul style="list-style-type: none"> Ex) PG00023 – Faculty Support 	This delivered Worktag identifies activities and initiatives that do not have a designated start and end date.	N/A

Other Worktags (cont.)

Other Worktags are transaction specific Worktags which vary based on the transaction type.

Other Worktag	Description	PeopleSoft COA
<p>Assignee:</p> <ul style="list-style-type: none"> Ex) John Doe – jdoe1 	<p><u>This custom Worktag is used for two purposes:</u></p> <ul style="list-style-type: none"> To associate an individual with a specific funding source. It is often used for reporting purposes, and typically assigned to faculty and staff for portfolio management. To assist with workflow management. It allows users to search their inbox for individuals (Assignees) they are responsible for managing and filter the transactions they must review. 	<p>N/A</p>
<p>Budget Reference:</p> <ul style="list-style-type: none"> Ex) FY20 	<p>This custom Worktag is used to identify budget, commitment, obligation, and actuals transactions for a given fiscal year.</p>	<p>Budget Reference</p>

Worktags Knowledge Check

Which Worktag is used to identify a specific type of spend for a transaction?

- A) Revenue Category
- B) Ledger Account
- C) Spend Category
- D) Expense Item



Worktags Knowledge Check

Which Worktag is used to identify a specific type of spend for a transaction?

- A) Revenue Category
- B) Ledger Account
- C) Spend Category**
- D) Expense Item



Demonstration – Worktags

Review:

- When completing any transaction in Workday, a Driver Worktag is required to populate Related Worktags, all of which identify and categorize the transaction.

In this demonstration, we'll show how to:

1. Search for any transaction
 - Ex) Create Journal
2. Add a Journal Line
3. Enter a Driver Worktag
4. View populated Related Worktags



Ledger Account Structure

Ledger Accounts Overview

- A **Ledger Account** is a delivered Worktag that identifies a financial transaction, and is aligned with USG account values.
- There is a one to many relationship between Ledger Accounts and Spend/ Revenue Categories.
 - Ex) The Ledger Account 714100: Supplies and Materials has ~25 Spend Categories (office supplies, paper, copier supplies, postage, etc).
- As a reminder, users do not create Worktags such as Ledger Accounts, but only use them on financial transactions and reports.

Spend Categories Overview

- **Spend Categories** identify the specific type of spend (expense) for a transaction.
 - Ex) Postage, office supplies, equipment, etc.
- A Spend Category is used to provide a more detailed view of the spend transaction incurred by a campus unit.
- The Spend Category is a required field on all “spend” transactions.
 - Ex) Journals with expense ledger accounts, requisitions, purchase orders, supplier invoices.
- Spend Categories are the Workday equivalent to the Expense Account in PeopleSoft.

Revenue Categories Overview

- **Revenue Categories** identify the specific type of revenue for a transaction.
 - Ex) Parking permits, library fines, interest income, etc.
- A Revenue Category also provides a more detailed view of the revenue transaction incurred by a campus unit.
- The Revenue Category is a required field on all revenue transactions.
 - Ex) Journals with revenue ledger accounts, customer invoices, etc.
- Revenue Categories are the Workday equivalent to the Revenue Account in PeopleSoft.

Expense Item Overview

- **Expense Items** identify the specific type of spend for all travel-related expense transactions.
 - Ex) Flights, hotels, transportation, meal per diem, etc.
- The Expense Item is a required field on all Workday Expense Reports, and is similar to the Expense Type in PeopleSoft.

Demonstration – Spend & Revenue Categories

Review:

- Spend and Revenue Categories identify the specific type of spend or revenue for a transaction, often at a more detailed level than the Ledger Account.

In this demonstration, we'll show how to:

1. Find a transaction
 - Search Find Journal
2. Enter search Criteria to find previously created Journal
3. View Spend and Revenue Categories on Journal



Key FDM Terminology

Workday Worktags	Workday Prefix	Workday ID Assignment Method	PeopleSoft Chartfields
Company	CO	Manually Assigned	Business Unit
Ledger Account	N/A	USG Chartfield Value	BOR Account
Fund	FD	USG Chartfield Value	Fund
Gift	GF GTF GTRC GTARC ATHL	GT – Sequentially Numbered GTF - GTF Assigned Value GTRC - Sequentially Numbered GTARC – Sequentially Numbered ATHL – Sequentially Numbered	Fund or Project ID
Custodial Entity	CE	Sequentially Numbered	Fund
Function	FN	USG Chartfield Value	Program
Class	CL	USG Chartfield Value	Class
Cost Center	CC	Sequentially Numbered	Department

Key FDM Terminology

Workday Worktags	Workday Prefix	Workday ID Assignment Method	PeopleSoft Chartfields
Project	PJ	Auto Numbered	Project ID
Spend Category	SC	Sequentially Numbered	Account
Revenue Category	RC	Sequentially Numbered	Account
Grant	GR	Auto Numbered	Project ID
Expense Item	N/A	Not Applicable	Expense Type
Location	N/A	CPSM_Building_Room	Location
Budget Reference	FY	Sequentially Numbered	Budget Reference
Balancing Unit	BU	Sequentially Numbered	Not Applicable
Designated	DE	Sequentially Numbered	
GTRI Charge Code	N/A	Assigned by Deltek	
Program	PG	Sequentially Numbered	
Assignee	N/A	Name – User ID	

The FDM Crosswalk Tool

Demonstration – FDM Crosswalk Tool

Overview:

- The **FDM Crosswalk** is an end-user tool that allows users to find current FDM Worktag values required for transactions by entering legacy PeopleSoft Chartfields.
- The **FDM Crosswalk Tool** helps users get familiar with terminology changes that come with adopting the FDM.

In this demonstration, we'll show how to:

1. Access the FDM Crosswalk Tool
 - [Link](#)
2. Search for FDM values using prior PeopleSoft criteria



Hierarchies

Hierarchies Overview

- **Hierarchies** are defined as a group of Worktags arranged in an organizational chart structure, reflecting different roll-ups and enabling reporting at various levels within the hierarchy.
- Hierarchies exist for specific Worktags (Projects, Grants, Cost Center, etc).

Demonstration – Hierarchies

Review:

- Hierarchies are the organizational structure for Worktags, allowing users to group together types of Worktags and understand their relationship.
- For example, a Cost Center is a Worktag and has a Hierarchy.

In this demonstration, we'll show how to:

1. Search for a Hierarchy
 - Ex) Georgia Tech all Cost Centers
2. Select Related Actions, and then Navigate Hierarchy
3. Explore the Hierarchy



Course Review

- Workday's **Foundation Data Model (FDM)** is the framework that supports accounting and financial reporting across Georgia Tech.
- **Driver Worktags** default **Related Worktags**, reducing the number of fields a user is required to know to enter a transaction.
 - They are similar to SpeedTypes in PeopleSoft, and you can only select one Driver Worktag.
 - If multiple Driver Worktags are entered in error on a transaction, the system will populate the Related Worktags based on the last Driver Worktag entered.

Course Review (cont.)

- Other key components of the FDM that are required on transactions:
 - **Ledger Accounts** – These Worktags identify a financial transaction, and is aligned with USG account values.
 - **Spend Categories** – These Worktags identify the specific type of spend (expense) for a transaction.
 - **Revenue Categories** – These Worktags identify the specific type of revenue for a transaction.
 - **Expense Items** – These Worktags identify the specific type of spend for all travel-related expense transactions.

Course Review (cont.)

- **Hierarchies** group together Worktags in an organizational chart structure to reflect different roll-ups and enable reporting at various levels.
- The **FDM Crosswalk Tool** allows users to enter legacy PeopleSoft Chartfields in order to find the current FDM Worktag values to utilize in Workday.



Questions?

Next Steps & Resources

- Visit the **Services & Support Portal for Financials Administration** at services.gatech.edu/financials.
 - Submit the **Request Help** form to log a new ticket or contact the Financials Service Desk Monday-Friday from 8:00am-5:00pm at **404-385-5555** or erp.ask@gatech.edu.
 - Access Workday FAQs, Tips and Tricks, and job aids via the Portal search bar or the tiles organized by Business Service.



The screenshot shows the 'Financials Administration Support' portal. At the top, there is a search bar with the placeholder text 'Type your question - Ex: "How do I create an expense report?"'. Below the search bar, the page is organized into several sections:

- General Workday**: Audit • Report • Planning
- Expenses**: Travel and Expenses
- Procurement**: eProcurement • BuzzMart • PCard
- Financial Accounting**: General Ledger • Accounting
- Grants**: Manage • Award Lifecycle • Deltek
- Business Assets**: Asset Mgmt • Surplus • Logistics
- Supplier Accounts**: Vendor Mgmt • Accounts Payable
- Reporting**: Request • Change • Update
- Banking and Settlement**: Treasury Services
- Foundational Data Model**: FDM • Request Changes
- Workday App Security**: Access • Reports • Integrations

On the right side, there are two columns of content:

- Workday Tips & Tricks**:
 - Tips & Tricks #3: Cancel vs. Cancel**: Depending on what function you are doing within Workday, the "Cancel" action could have different meanings. Jun 29, 2019
 - Tips & Tricks #2: Travel Journal for Per Diem**: Per Georgia Tech Policy, a traveler can only claim 75% of the per diem rate on the first and last day of travel. The submitter will need to make those changes manually in the Expense Report. Jun 29, 2019
 - Tips & Tricks #1: When in Doubt, Clear Them All Out**: If the wrong driver worktag has been entered while preparing a transaction and you need to add a new one, you need to also delete out the related worktags that populate BEFORE adding your new driver worktag. Jun 29, 2019
- Financials Questions?**:
 - Request Help**: Answer a few questions and we'll handle the rest. **Start >>**
 - Call Us**: Speak with a financials expert. **404-385-5555 >>**

Next Steps & Resources

- **Ask a Peer**

- Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

- Find a Workday Peer by Department or Process Area at

transformation.gatech.edu/ask-a-peer.

Need Help? Ask a Peer Report an issue or contact the ERP helpdesk
services.gatech.edu

Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

How does it work?

There are nearly 100 Workday Peers embedded across campus to help you through basic questions during the Workday go live. Peers can help you with tasks such as filling out a spend authorization or expense report, starting a requisition, managing PCard transactions, and some navigational and functional questions.

Peer Office Hours

Use the table below to identify which Peer is the best to contact for your question. You can search by department or process area.

Find a Peer by Name

Peers by Department - Any -

Peer by Process Areas - Any -

Apply Reset



Transform Your Workday

