Financial Data Model

The Financial Data Model (FDM) is the Multi-Dimensional Structure of Workday Accounting and Financial Reporting.

FDM Dimensions:

- Company
- Cost Center
- Fund
- Program
- Project
- Gift
- Grant
- Ledger Account
- Revenue Category
- Spend Category
- Function

- Agency/Clearing
- Funding Source
- Loan Receivable
- Debt
- Budget Code
- Transfer Company
- Classification Type
- Accounting Recognition
- Task
- Perkins Loan Cancellation Type

Company

- Separate company defined for each LSU Campus (LSUAM, LSUE, LSUA, etc.)
- View access to most operational transactions linked to company.
- Each company has separate financial statements.
- Each company has some level of operational independence.
- 10 = LSUAM; 20 = LSUA; 30 = PBRC; 50 = LSUS; 60 = LSUE; 90 = LSUAG

Cost Center

- A unit within an organization to which costs are charged.
- Typically used to house people and their associated costs.
- Level at which budgets are created and managed.
- Format: CC###### (CC00101 LSUAM | Col of AGRI | Dean's Office)

Cost Center Hierarchies

- Hierarchies were established for each company according to organizational chart.
- Ensures reporting requirements can be met.
- Simplifies searches in workday.

Fund

- Required on every transaction.
- Defines source of funds being used/collected.
- Format: FD### (FD100 Unrestricted Fund).

Function

- Custom organization used to track classifications of expenditures.
- All expenditures will be tagged with a function.
- Function is defaulted via related driving worktags.
- Example: FN## (FN10 Instruction).

Program

- Used to capture activities that do not have a designated start and end date.
- Format: PG###### (PG002200 LSUAM | PBS – Veterinary Parasitology Diagnostic Services).

Project

- Used for traditional projects – a scope of work with a defined start and end date.
- Typically used for capital projects.
- Format: PJ###### (PJ000003 LSUAM | Coates Hall – Renovation for Physics Lab).

Gift

- External source of funds typically with usage restrictions (temporary or permanent) and requiring some level of reporting.
  o Not subject to grant reporting or letter of credit drawdown requirements.
- Gift is the central organization/worktag for Endowments and is linked to an investment pool.
- Basic Gift is a gift without the investment pool and can be used to track "spendable gifts" (non-endowed gifts).
  o Do not have the same reporting and/or billing requirements as grants.
  o Example: scholarship, LSU foundation, designated funds
- Basic Gifts can be assigned:
  o Gift type
  o Gift purpose
  o Related worktags
- Basic Gift Format: BG###### (BG000007 100016-342 | LSU FDN Priv Base-JC Floyd Professorship in Agriculture)
- Endowed Gift Format: EG###### (EG###### James M. Bernhard Jr. Scholarship)

Grant

- Represents specific funding source provided by an outside sponsor (federal or non-federal) with detailed reporting requirements.
- Separate grant (award line) is required for each sub recipient (if subject to F&A base limit), cost sharing, and program income.
- Naming system which links grant to award
- Format:
  o GRC-################ (GRC-1666142110000000 LSUAM | Equine Medication Surveillance 2015 – 2018 | 166614211
  o GR-######## (GR-00000009 LSUAM | Regional Geospatial Modeling | 001)

Agency/Clearing

- Custom organization used to track funding for which companies act as an agent
- Student organizations, fraternities/sororities, etc.
- Example: AG0000 (AG0300 LSUAM | NCAA – Student Athlete Opportunity Fund)

Funding Source

- Custom organization to track funding for legacy accounts that are considered "revenue only" and provide funding to expenditure accounts.
- Student tech fee revenue account, interest income account, etc.
- Format: FS#### (FS0003 LSUAM | Laboratory School – Activity Fee

New Workday Values

- <u>AS502</u>: Request for Agency/Clearing
- <u>AS505</u>: Request for Program
- <u>AS551</u>: Request for Project
- <u>AS600</u>: FDM Request Form – Expense, Ledger, Revenue, Spend Category
- <u>AS600-A</u>: FDM Request Form – Cost Center
- <u>AS600-B</u>: FDM Request Form – Budget, Classification, Debt, Loan, Transfer

FDM Translation Tool

- Link: https://k2prod02.lsu.edu/Runtime/Runtime/Form/Lookup+-+FDM/
- Can be used for regular lookup along with Reverse Translation Lookup (2nd tab on the page).

Ledger Accounts: Numbering Format

- <u>1###</u>: Assets
- <u>2###</u>: Liabilities
- <u>3###</u>: Net Assets (Equity)
- <u>4###</u>: Revenues
- <u>5###</u>: Payroll Expenses
- <u>6###</u>: Expenses
- <u>8###</u>: Transfers/other

Ledger Accounts:

- Revenue
  - o Used for financial statement reporting
  - o Budgeting will be at ledger and revenue category level
  - o Revenue category required
  - o Spend category if a payment is being made
  - o Cost Center and Fund required
- Expense
  - o Used for financial statement reporting and budgeting
  - o Budgeting will also be at spend category level in some cases
  - o Spend category required
  - o Revenue category if customer invoice
  - o Cost Center, Function, and Fund Required
- Balance Sheet
  - o Revenue/spend categories not required
  - o Spend category if a payment is being made
  - o Carryforward amounts
  - o Fund required

Revenue Categories

- Provides the lowest level of detail needed to report out of Workday.
- Roll up to ledger accounts and revenue category hierarchies that are aligned for financial statement reporting and budgeting.

Spend Category

- Provides the lowest level of detail needed to report out of workday.
- Roll up to ledger accounts and spend category hierarchies that are aligned for financial statement reporting and budgeting.
- Ledger accounts defined based on financial statement reporting and budgeting.
- Expense items to be used where required for Workday expenses.
- Each spend category correlates to only one ledger account.

Reports

- Data Audits: provides a list of values for FDM dimensions
- Journal Line Details: detail journals by period
- Payroll Accounting Per Worktag: payroll detail by organization
- Trial Balance: beginning balance, debits, credits, and ending balance
- Revenue and Expense: includes budget, current month actuals, cumulative, encumbrance, tentative, and balance
- Program Balance Summary: displays YTD balance in each program and related worktags
- Business Resource Mgmt Dashboard: single point of consolidated resources commonly used by employees who manage the business of their respective units

Award Reports

- Used to reconcile Grants and Awards
  - o Expense by Award
  - o Expense by Award – by Ledger Account
- Job Aids for the reports can be found on the Workday website under
  - o Training Materials
  - o Finance Training
  - o Grants

Resources and Contacts

- Workday – Finance Training
  - o http://www.lsu.edu/workday/finance_training.php
  - o Includes resources for all areas of finance
  - o Under Reporting please note "Finance Reports by Functional Area
- Contacts
  - o Katie Maglone – 225-578-7682
  - o Jen Richard – 225-578-1454
  - o Stephanie Laquerre – 225-578-1450
  - o Collin Boudreaux – 225-578-3480
  - o Johnelle Scott – 225-578-1456
  - o Christopher Poore – 225-578-4956