



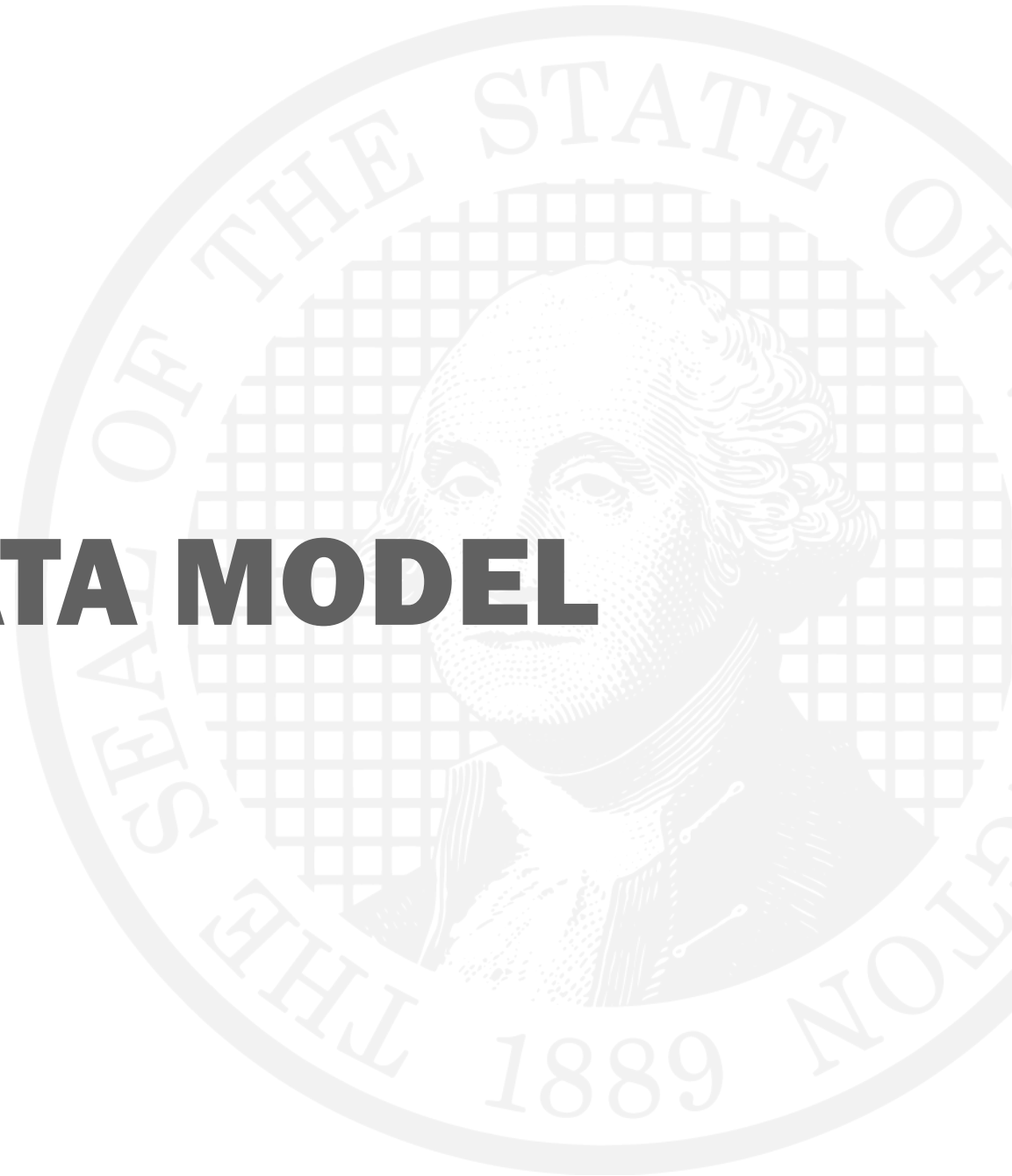
November 2022

# FOUNDATION DATA MODEL

FDM Update



**One Washington**  
A Business Transformation Program



# AGENDA

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- Overview of the FDM values and process
- Discuss and review the agency specific FDM set up
  - Program
  - Cost Center
  - Grant
  - Project
- Example of online entry – Accounting Journal
- Worktags
  - Grant
  - Project
- Common answers to questions

# Overview of the FDM



# FINANCIAL ORGANIZATION WORKTAGS (1 OF 2)



## Company

Each state agency is represented as a **Company**. A Company is a permanent organization responsible for oversight and administration of specific programs and services.



## Fund

In accordance with GAAP, a **Fund** is a fiscal and accounting entity with a self-balancing set of accounts designed to demonstrate legal compliance and fiscal accountability by segregating transactions related to certain government functions or activities.



## Appropriation

The **Appropriation** identifies each legislative or executive authorization to incur expenditures, e.g., expenditure authority. Each appropriation may be approved for one fiscal year of the biennium or across the biennium.



## Budget Activity

Prescribed activities that support State Agency Programs (SAP) and relate to government efficiency and performance budgeting.



## Program

Identifies specific programmatic objectives and is a result of the appropriations bill passed by the Legislature. **This is the mission or the “what” or the primary function or services being performed by the agency.**



## Cost Center

Defines the organizational level and the responsible financial accountability for performing the primary functions. **This is “who” is performing the mission for the agency and will be related to the “what” (program) being used to support these activities.**

# FINANCIAL ORGANIZATION WORKTAGS (2 OF 2)

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## Grant

Defines funding sources for specific purposes from governmental or other entities known as sponsors/federal grantors/state grantors.



## Project

Accumulates costs for work with a planned outcome over a time period (i.e., Wildfires, FEMA) with a defined start and end date that may be capitalized or expensed. Used for operating, capital and special projects to support management reporting.



## Location

Identifies the physical location of business assets for tracking and conducting physical inventory. The location usage will expand into procurement as “ship to” during Phase 1B and Human Capital Management (HCM) as workers official duty station in Phase 2.



## Cost Objective

Defines the federal, state or local funding source in the cost allocation process.



## Region

Optionally used to track financial activity to a county, city or town.

# FINANCIAL ACCOUNTING WORKTAGS (1 OF 2)



## Ledger Account

The **Ledger Account** includes assets, liabilities, fund balance, revenue, expenditure and statistical accounts. Balance sheet accounts are entered directly on accounting journals (i.e., journal vouchers) and revenue and expenditure accounts default from the spend and revenue categories on operational journals.



## Spend Category

Granular view of expenses for goods and services purchased.



## Revenue Category

Granular view of revenue streams to facilitate managerial reporting.



## Sales Item

A further breakdown of the revenue category for customer billings and agency reporting needs.



## Allocation Code

Drives the appropriate allocation definition through the cost allocation process.

# NEW FDM WORKTAGS (2 OF 2)

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## Fiscal Period of Service

The **Fiscal Period of Service** worktag will be used on transactions to track when the service occurred. It is required on grant related transactions to support grant reporting. The accounting journal will require the fiscal period of service when the journal source is a prior year accrual.



## IT Cost Category

The **IT Cost Category** worktag will record the type of information technology spend to inform Apptio. This worktag will be added to the expenditure coding on operational and accounting journals to track the specific IT Cost Category information.

# The FDM Worktags Answer These Questions:

**Who** is responsible for financial oversight of a transaction?

**Company** – The state agency  
**Cost Center** – The unit responsible

**How** is a transaction funded?

**Appropriation** – Expenditure Authority  
**Fund** – A high level source of funds  
**Grant** – Sponsor/federal/state grantor funded arrangement

**What** was done with the money?

**Ledger Account**  
**Region**

**Spend Category**  
**Revenue Category**

**Why** did the transaction happen?

**Program** – Mission based prescribed services  
**Budget Activity** – Program support actions  
**Project** – Time limited activity  
**Sales Item** – Good or service provided to a customer  
**IT Cost Category** – transaction relates to IT spend











**When** did the service occur?

**Fiscal Period of Service** – The fiscal year and fiscal month to specify when the service occurred










# FINANCIAL ORGANIZATION WORKTAG SUMMARY



Worktag	Purpose/Definition	Naming Convention
 <b>Company</b>	Each state agency is represented as a Company. A Company is a permanent organization responsible for oversight and administration of specific programs and services.	Agency Acronym (OFM)
 <b>Fund</b>	In accordance with GAAP, a fund/account is a fiscal and accounting entity with a self-balancing set of accounts designed to demonstrate legal compliance and fiscal accountability by segregating transactions related to certain government functions or activities.	FD####
 <b>Appropriation</b>	The appropriation identifies each legislative or executive authorization to incur expenditures, e.g., expenditure authority. Each appropriation may be approved for one fiscal year of the biennium or across the biennium.	EA#####
 <b>Budget Activity</b>	Prescribed activities that support state agency programs and relate to government efficiency and performance budgeting.	BA#####
 <b>Program</b>	Identifies specific programmatic objectives and is a result of the appropriations bill passed by the Legislature. <b>This is the mission or the “what” or the primary function or services being performed by the agency.</b>	PG#####
 <b>Cost Center</b>	Defines the organizational level and the responsible financial accountability for performing the primary functions. <b>This is “who” performing the mission for the agency and will be related to the “what” (program) being used to support these activities.</b>	CC#####
 <b>Grant</b>	Defines funding sources for specific purposes from governmental or other entities known as sponsors/grantors.	GR#####
 <b>Location</b>	Identifies buildings, floors and rooms for tracking furniture, equipment and other assets The Facilities Portfolio Management Tool (FPMT)   <a href="https://www.wa.gov">Office of Financial Management (wa.gov)</a> will be the Location system of record to maintain Locations in Workday.	LA24748#### (e.g., FPMT <sup>2</sup> ID plus letter L prefix)
 <b>Project</b>	Primary worktag used to accumulate costs for work with a planned outcome over a time period (i.e., Wildfires, FEMA) with a defined start and end date that may be capitalized or expensed. Project types include non-billable, billable, capital and opportunity. Used for operating, capital and special projects to support management reporting.	PJ#####
 <b>Cost Objective</b>	Expenditures are allocated to cost objectives. The cost objective is CO#####-X (F, S, L) to define the Federal, State and/or Local funding source. A cost objective has a Federal, State and/or Local share designation.	CO#####-X
 <b>Region</b>	The Region code will be used to optionally track county, city and town on all transactions.	RG###

# FDM WT | DELIVERED ACCOUNTING WORKTAGS SUMMARY



Worktag	Purpose/Definition	Naming Convention
 <b>Ledger Account</b>	The Ledger Account includes assets, liabilities, fund balance, revenue, expenditure, and statistical accounts. Balance Sheet accounts are entered directly on accounting journals (i.e., journal vouchers) and revenue and expenditure accounts default from the Spend and Revenue Categories..	#####
 <b>Spend Category</b>	Granular view of expenses for goods and services purchased.	SC#####
 <b>Revenue Category</b>	Granular view of revenue streams to facilitate managerial reporting.	RC#####
 <b>Sales Item</b>	A further breakdown of the revenue category for customer billings and agency reporting needs.	SI#####
 <b>Allocation Code</b>	The Allocation Code will drive the appropriate allocation definition with the associated “step down” basis and/or cost objective(s) during the Cost Allocation process. The final target allocation code will represent the initial source's Allocation Code and final allocation step will include the lowest level of allocation to the appropriate cost objective.	AC####
 <b>IT Cost Category</b>	IT Cost Category worktag will record the type of information technology spend to inform Apptio. This worktag will be added to the expenditure coding on operational and accounting journals to track the specific IT Cost Category information.	IT###
 <b>Fiscal Period of Service</b>	The Fiscal Period of Service worktag will be used on transactions to track when the service occurred. It is required on grant related transactions to support grant reporting. The accounting journal will require the fiscal period of service when the journal source is a prior period accrual.	PSYMM

# WORKTAG RELATIONSHIPS

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## Related Worktags / Validation Rules

- Simplify direct data entry in the Workday application
- Establish default value and a set of allowable values
- Ensure valid combinations of Worktags are used

## Tenant Wide Relationships












- Company is assigned to each user security profile
- Each cost center is assigned to a specific company

## Worktag Relationship Examples (how it works in general)

- Cost Center related to Program
- Program related to Appropriation
- Appropriation related to Fund
- Cost Objective related to Grant for CAS agencies








# RELATED WORKTAGS / CONFIGURATION & VALIDATION RULES



Worktag	Related Worktags	Configuration & Validation Rules
 <b>Company</b>	None	A user can only code to the Company(s) they have security access to.
 <b>Fund</b>	None	<ul style="list-style-type: none"> <li>Treasury and local funds will drive cash accounts</li> <li>Closing equity accounts are set at the Fund</li> <li>Administrative agencies for cash closing are defined on the Fund</li> <li>Posting rules are represented in the Fund hierarchies (D21-D25)</li> </ul>
 <b>Appropriation</b>	Fund	<ul style="list-style-type: none"> <li>Appropriation type based on grant type and funding source</li> <li>Appropriation type for capital projects</li> <li>User security will drive access to Appropriation based on Company in the hierarchy</li> </ul>
 <b>Budget Activity</b>	None	None
 <b>Program</b>	Appropriation	<ul style="list-style-type: none"> <li>Company will be secured to the user based on the Company in the Program hierarchy</li> </ul>
 <b>Cost Center</b>	Program	<ul style="list-style-type: none"> <li>Cost center is restricted by Company</li> </ul>
 <b>Grant</b>	Appropriation (when appropriate)	<ul style="list-style-type: none"> <li>Type of Appropriation</li> <li>User security will drive access to Grant based on Company in the Grant hierarchy</li> </ul>
 <b>Location</b>	None	None
 <b>Project</b>	Appropriation (when appropriate)	<ul style="list-style-type: none"> <li>Type of Appropriation for capital projects</li> <li>User security will drive access to Project based on Company in the Project hierarchy</li> </ul>
 <b>Cost Objective</b>	Grant	<ul style="list-style-type: none"> <li>Company</li> <li>Grant will be inferred from the Cost Objective for CAS agencies</li> </ul>
 <b>Region</b>	None	None

# RELATED WORKTAGS / CONFIGURATION & VALIDATION RULES



Worktag	Related Worktags	Configuration & Validation Rules
 <b>Ledger Account</b>	None	<ul style="list-style-type: none"> <li>Fund type validation (D31)</li> </ul>
 <b>Spend Category</b>	None	<ul style="list-style-type: none"> <li>Ledger Account inference on operating journals</li> <li>Spend Category allowed based on fund type (D11)</li> <li>Validation of Spend Category and Ledger Account combination on accounting journals</li> </ul>
 <b>Revenue Category</b>	None	<ul style="list-style-type: none"> <li>Ledger Account inference on operating journals</li> <li>Revenue Category allowed based on fund type (D35)</li> <li>Validation of Revenue Category and Ledger Account combination on accounting journals</li> </ul>
 <b>Sales Item</b>	None	<ul style="list-style-type: none"> <li>Revenue Category inference on operating journals</li> <li>Validation of Revenue Category and Sales Item combination on accounting journals</li> </ul>
 <b>Allocation Code</b>	None	<ul style="list-style-type: none"> <li>Company</li> </ul>
 <b>IT Cost Category</b>	Spend category	<ul style="list-style-type: none"> <li>Warning message given when a Spend Category of IT in the SCH3 Hierarchy include the IT Cost Category Worktag</li> <li>Create a notification when a supplier invoice includes a trackable Spend Category, a Project and the IT Worktag to alert the asset accountant</li> <li>For Direct Intercompany, if the billing includes an IT Cost Category Worktag, the expense must include the IT Cost Category Worktag</li> </ul>
 <b>Fiscal Period of Service</b>	None	<ul style="list-style-type: none"> <li>Ledger period status of “close in process” for the prior fiscal year will allow the accounting journal to be entered in the July to August period for accruals</li> <li>Set for journal source of “prior year accrual” to require Fund, Ledger, Fiscal Period of Service</li> </ul>

# INTEGRATION FOR WORKDAY TRANSACTIONS

Worktag	Supplier Payment Invoice	Customer Receivable Invoice	Journal Entry
Company	Required	Required	Required
Fund (FD)	Required	Required	Required
Appropriation (EA)	Required	Required	Required
Budget Activity (BA)	Optional	Optional	Optional
Program/Sub Program (PG)	Required	Optional	Required for expenditure transactions
Cost Center (CC)	Required	Optional	Required for expenditure transactions
Grant (GR)	Optional	Optional	Optional
Project (PJ)	Optional	Optional	Optional
Ledger Account	Required	Required	Required
Revenue Category (RC)	Optional	Required	Required for revenue transactions
Spend Category (SC)	Required	Optional	Required for expenditure transactions
Allocation Code (AC)	Optional	NA	Optional
Cost Objective (CO)	NA	NA	NA
Sales Item (SI)	NA	Optional	Optional for revenue transactions
Region (RG)	Optional	Optional	Optional
IT Cost Category (IT)	Optional	Optional	Optional
Fiscal Period of Service (PS)	Optional	Optional	Optional

# ONLINE ENTRY IN WORKDAY FOR TRANSACTIONS

Worktag	Supplier Payment Invoice	Customer Receivable Invoice	Journal Entry
Company	Enter	Enter	Enter
Fund (FD)	Derived from Appropriation	Derived from Appropriation	Derived from Appropriation
Appropriation (EA)	Derived from Program	Derived from Program	Derived from Program
Budget Activity (BA)	Optional	Optional	Optional
Program / Sub Program (PG)	Derived from CC	Derived from CC	Derived from CC
Cost Center (CC)	Enter	Optional	Enter
Grant (GR)	Optional	Optional	Optional
Project (PJ)	Optional	Optional	Optional
Ledger Account	Derived from SC	Derived from RC	Enter
Revenue Category (RC)	Optional	Enter or Derived from Sales Item	Enter
Spend Category (SC)	Enter	Optional	Enter
Allocation Code (AC)*	Optional	NA	Optional
Cost Objective (CO)*	NA	NA	NA
Sales Item (SI)	NA	Optional	Optional
Region (RG)	Optional	Optional	Optional
IT Cost Category (IT)	Optional	Optional	Optional
Fiscal Period of Service (PS)*	Optional	Optional	Optional

\*Fiscal period of service will be required on grant related transactions to support grant reporting, as well as when journal source is a prior year accrual.

# BUDGET TEMPLATE WORKDAY

Worktag	EA Authority Template	Allotment / Spend Budget
Company	Required	Required
Fund (FD)	Required	Required
Appropriation (EA)	Required	Required
Budget Activity (BA)	NA	Optional
Program/Sub Program (PG)	Optional	Required
Cost Center (CC)	NA	Strongly Encouraged
Grant (GR)	NA	Optional
Project (PJ)	NA	Optional
Ledger Account	Required	Required
Revenue Category (RC)	NA	Optional
Spend Category (SC)	NA	Optional
Cost Objective (CO)*	NA	Optional
Sales Item (SI)	NA	Optional
Customer	NA	Optional

\*Cost Objective is for CAS agencies only



# Workday



# FDM REQUEST SAMPLE

A form will be available to request a new FDM element. A notification will be sent to agencies when the request is complete.

**FDM** 0/0  
101

**FDM Value Request**

Describe the Request \*

Please provide as much information as possible to assist in the facilitation of your request.

Who is requesting a new FDM value? (Required)

Which agency does the above person belong to? (Required)

Please select the data dimension being requested. (Required)

select one

Type of Request (Required)

☐ New FDM Value

☐ Change Existing FDM Value

☐ Change FDM Hierarchy

Start Date (Required)

MM/DD/YYYY

End Date (Please enter if you are requesting a new Project Worktag.)

MM/DD/YYYY

enter your comment

**Attachments**

Drop files here

Submit

Save for Later

Cancel

# ONLINE ENTRY – ACCOUNTING JOURNAL

## Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* <input type="text" value="x Department of Enterprise Services : Actuals"/>	Memo	<input type="text"/>
Accounting Date	* <input type="text" value="09/30/2022"/>	External Reference ID	<input type="text"/>
Period	FM15   SEP-2021-23 Actuals (Department of Enterprise Services)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* <input type="text" value="x Manual Journal"/>	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	<input type="text"/>	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags	(empty)	Create Reversal	<input checked="" type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	* <input type="text" value="10/01/2022"/>
Book Code	<input type="text"/>	Control Total Amount	<input type="text" value="0.00"/>

Continue

Cancel

## LEDGERS IN WORKDAY

Ledger	Description
Commitment Ledger	Ledger to record pre-encumbrances from an approved requisition. Ledger part of Procurement module.
Obligation Ledger	Ledger to record encumbrances from an approved purchase order. Ledger part of Procurement module. In Phase 1A, will have limited Purchase Order to Pay functionality in the Procurement module to provide encumbrances.
Actuals Ledger	Ledger to record actuals activity and is part of the Financial Accounting module.

# ONLINE ENTRY – ACCOUNTING JOURNAL

## Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* <input type="text" value="x Department of Enterprise Services : Actuals"/>	Memo	<input type="text"/>
Accounting Date	* <input type="text" value="09/30/2022"/>	External Reference ID	<input type="text"/>
Period	FM15   SEP-2021-23 Actuals (Department of Enterprise Services)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* <input type="text" value="x Manual Journal"/>	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	<input type="text"/>	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags	(empty)	Create Reversal	<input checked="" type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	* <input type="text" value="10/01/2022"/>
Book Code	<input type="text"/>	Control Total Amount	<input type="text" value="0.00"/>

Continue

Cancel

## DATES IN WORKDAY

Module	Date	Description	
Supplier	Invoice Date	Date listed on the invoice. Defaults to current date.	Used to determine payment due date.
Supplier	Invoice Received Date	Date invoice is received.	
Supplier	Accounting Date	Defaults to invoice date. Will drive which period transaction is posted.	Can be changed using Accounting Override Date
Supplier	Accounting Date Override	Ability to change the default accounting date.	
Supplier	Due Date	Date invoice is due/will be paid. Based on Invoice Date and Payment Terms	Can be changed using Due Date Override Date
Financial	Accounting Date	Determines the period the transaction will post to. If date is in a closed period – will post in the first open period.	Defaults to today's date
Financial	Reversal Date	Date to reverse journal on.	Defaults to first day of following month.
Business Asset	Acquisition Date	Date asset was acquired. Can be today or a past date	Automatically populates when the asset source is a PO receipt, Supplier Contract Receipt or Supplier Invoice. Else populates current date.
Business Asset	In Service Date	Date asset was placed in service.	
Business Asset	Asset Depreciation Start	Date depreciation will start.	Defaults from Service Date.

# ONLINE ENTRY – ACCOUNTING JOURNAL

## Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* <input type="text" value="x Department of Enterprise Services : Actuals"/>	Memo	<input type="text"/>
Accounting Date	* <input type="text" value="09/30/2022"/>	External Reference ID	<input type="text"/>
Period	FM15   SEP-2021-23 Actuals (Department of Enterprise Services)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* <input type="text" value="x Manual Journal"/>	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	<input type="text"/>	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags	(empty)	Create Reversal	<input checked="" type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	* <input type="text" value="10/01/2022"/>
Book Code	<input type="text"/>	Control Total Amount	<input type="text" value="0.00"/>

Continue

Cancel

# JOURNAL SOURCES FOR ACCOUNTING JOURNALS

Journal Source	Description
<b>Intrafund Transfer</b>	When moving expenditures or revenues between accounting worktags within an agency and fund.
<b>Interfund Transfer</b>	Used to transfer expenditures or revenues between accounting worktags or ledgers within an agency and between funds
<b>Operating Transfer</b>	Used for the operating transfer cash from one fund to another fund within an agency (transfer in / transfer out within an agency).
<b>Interagency Payment (IAP)</b>	Used when recording an interagency payment on an accounting journal when the funds are in the Treasury. Examples are; any payments made without an Invoice, such as DOR use tax, LNI workers compensation, health insurance from payroll.
<b>Inventory Adjustments</b>	Used when recording adjustments to consumable inventory.
<b>Manual Journal</b>	Used when on the accounting journal when other journal sources are not applicable. Should not have a cash impact.
<b>Prior Year Accrual</b>	Used to record year end expenditure and revenue accruals. It also drives account posting rules on these accounting journals.
<b>Staff Months Adjustment</b>	Used when adjusting staff months using ledger account - ledger accounts 90120 and 90130.
<b>Local Bank Activity</b>	Used to record revenue or expense in a local bank account and fund.



# ONLINE ENTRY – ACCOUNTING JOURNAL

## Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* <div>✕ Department of Enterprise Services : Actuals ... ⋮</div>	Memo	<div></div>
Accounting Date	* 09/30/2022	External Reference ID	<div></div>
Period	FM15   SEP-2021-23 Actuals (Department of Enterprise Services)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* <div>✕ Manual Journal ... ⋮</div>	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	<div></div> ⋮	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags	(empty)	Create Reversal	<input checked="" type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	* 10/01/2022
Book Code	<div></div> ⋮	Control Total Amount	<div>0.00</div>



Continue

Cancel

# BOOK CODES

Book Code	Description
Common	Workday delivered book for all operating transactions and majority of accounting journals (i.e., Blank Book Code)
Capital Assets	Used to record capital assets and associated transactions for all fund types. For governmental fund types, will be the equivalent of Account 997 for reporting purposes.
Long-term Liabilities	Used to record long-term liabilities and associated transactions for all fund types. For governmental fund types, will be the equivalent of Account 999 for reporting purposes.
GAAP	Used to record GAAP required transactions.
Financing	Used to record debt related expenditure transactions and other financing sources revenue in governmental funds
Noncash Revenue	Used for reporting noncash revenue transactions
GASB Reporting	Captures only GASB adjusting entries and Common Book transactions.

# ONLINE ENTRY – ACCOUNTING JOURNAL

## Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* <input type="text" value="x Department of Enterprise Services : Actuals"/>	Memo	<input type="text"/>
Accounting Date	* <input type="text" value="09/30/2022"/>	External Reference ID	<input type="text"/>
Period	FM15   SEP-2021-23 Actuals (Department of Enterprise Services)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* <input type="text" value="x Manual Journal"/>	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	<input type="text"/>	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags	(empty)	Create Reversal	<input checked="" type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	* <input type="text" value="10/01/2022"/>
Book Code	<input type="text"/>	Control Total Amount	<input type="text" value="0.00"/>

Continue

Cancel

# ONLINE ENTRY – ACCOUNTING JOURNAL

Journal Entry Lines   Attachments

Journal Entry Lines 2 items

	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	*Cost Center	Program
⊕ ⊖	▼	⌕ Department of Enterprise Services	⌕ 50010:Salaries and Wages	1,000.00	0.00			09/30/2022 📅	⌕ CC001315 DES   Finance Administration	⌕ PG00128 DES   Finance
⊕ ⊖	▲	⌕ Department of Enterprise Services	⌕ 21215:Accrued Salaries and Fringe Benefits Payable	0.00	1,000.00			09/30/2022	⌕ CC001315 DES   Finance Administration	⌕ PG00128 DES   Finance

Journal Entry Lines   Attachments

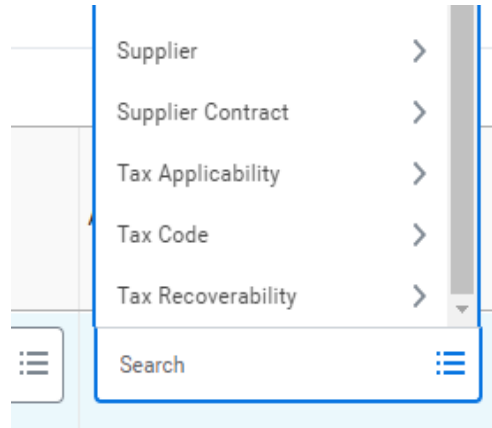
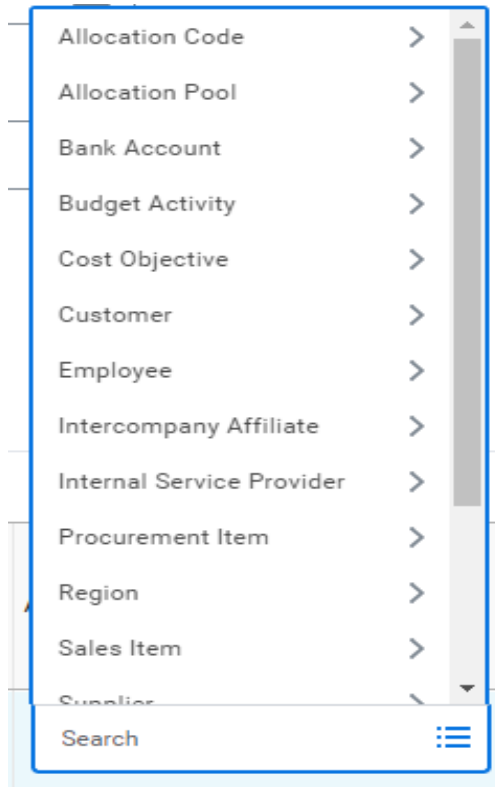
Submit   Save for Later

Journal Entry Lines 2 items

Appropriation	*Fund	Grant	Fiscal Period of Service	Project	Spend Category	IT Cost Category
⌕ xEA00568 DES   General Fund - State FY1	⌕ FD0001 General Fund				⌕ Salaries   Classified - Regular (SC00001)	
⌕ xEA00568 DES   General Fund - State FY1	⌕ FD0001 General Fund				⌕ Salaries   Classified - Regular (SC00001)	

# ONLINE ENTRY – ACCOUNTING JOURNAL

- This is the dropdown list under “Additional Worktags”
- You can also enter the worktag in the search bar



# **Agency Specific Worktags**

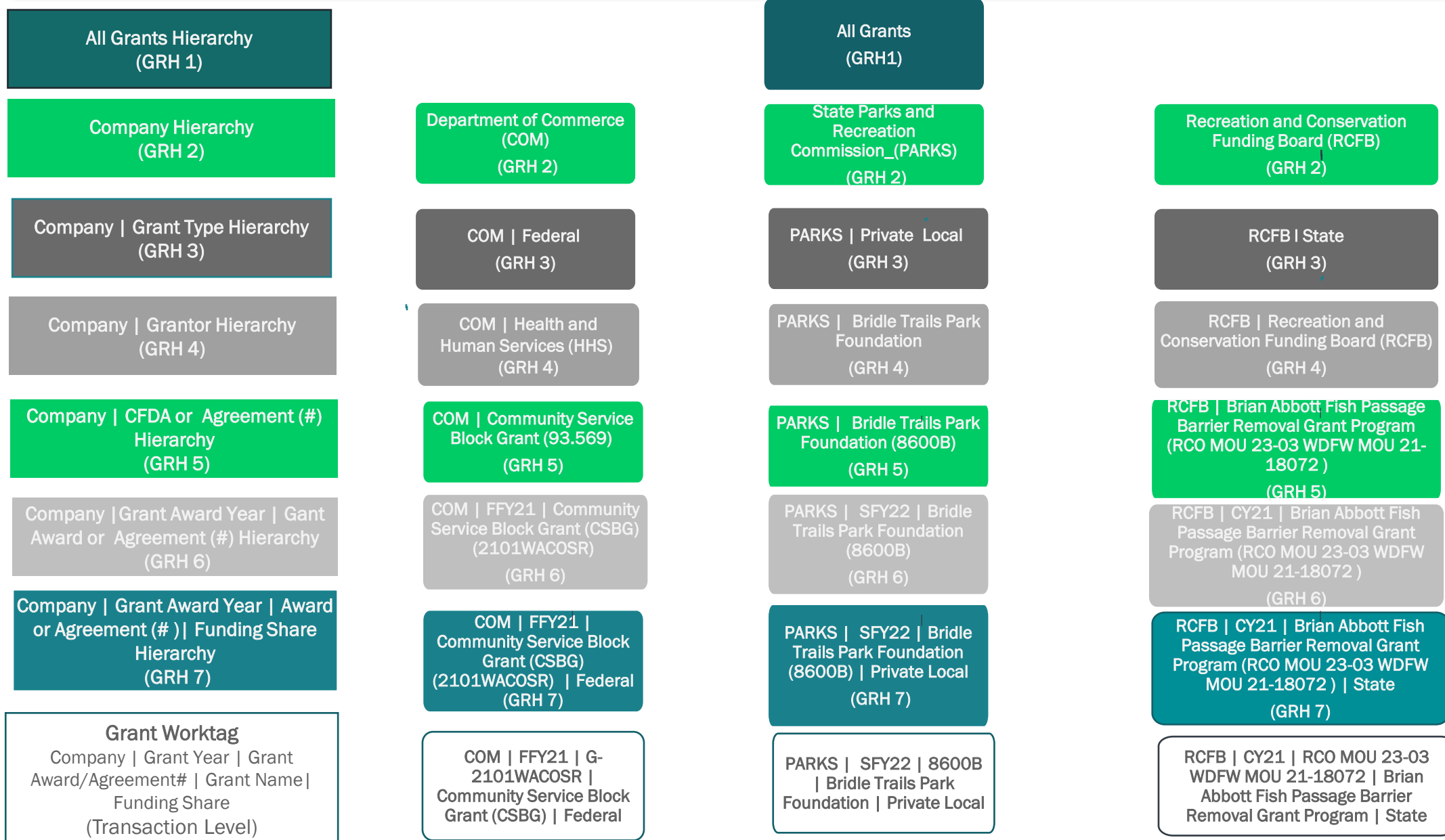


# GRANT DESIGN HIGHLIGHTS

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- All grants reported on the SEFA will need to have a Worktag
- Revenues and expenditures for grants should include the grant Worktag
- Hierarchies are necessary for reporting

# GRANT HIERARCHY 1 AND SAMPLE | PHASE 1A



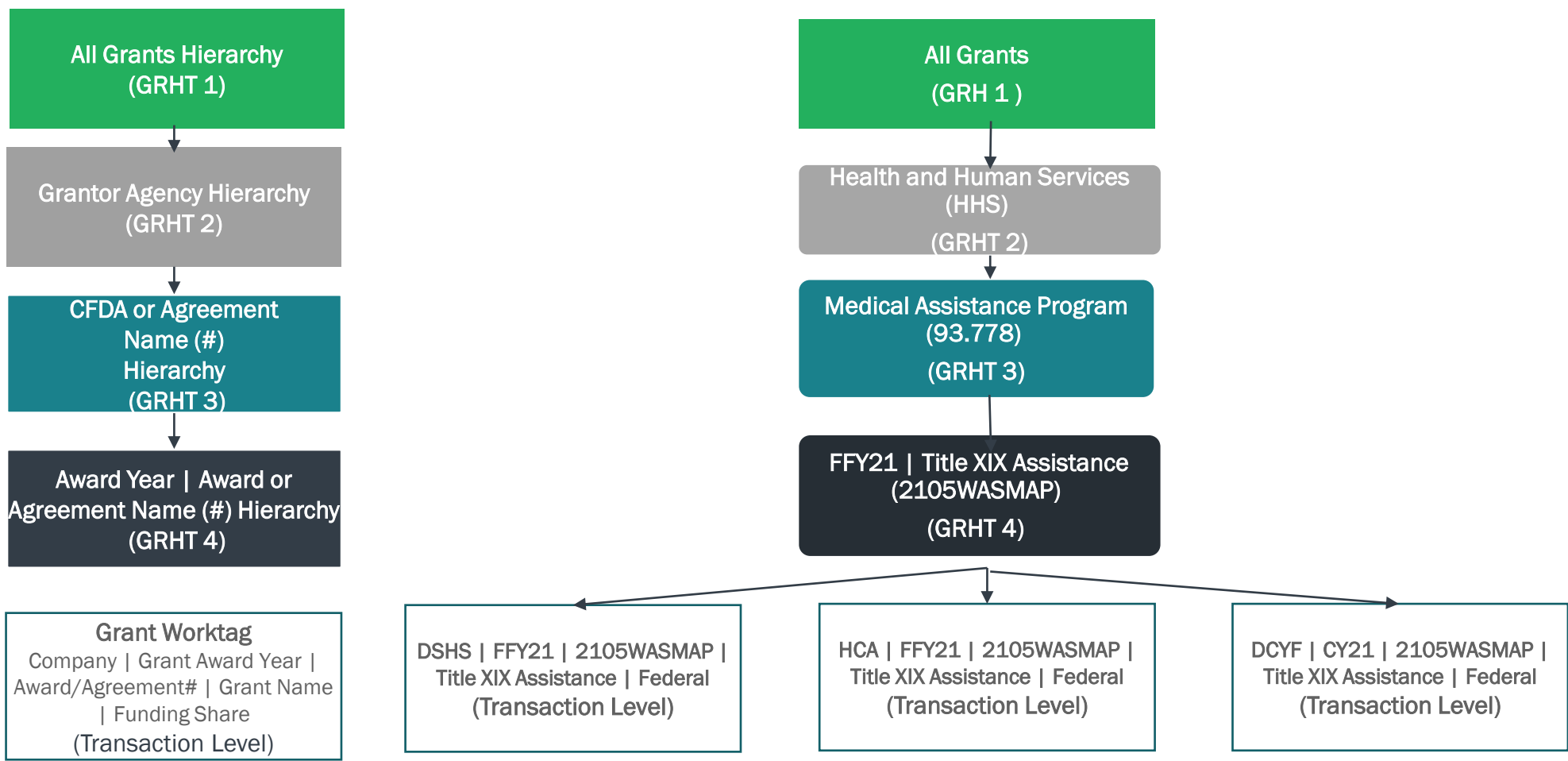


# GRANT HIERARCHY | PRIMARY EXAMPLES

Worktag Level	Example	Definition / Usage
Hierarchy 1 –All grants	All Grants (GRH 1)	Supports statewide reporting
Hierarchy 2 - Company	Department of Commerce (COM) (GRH 2)	Supports grants per company to be identified and pulled into a report for agency reporting
Hierarchy 3 – Company and Grant Type	COM   Federal (GRH 3)	Defines the type of grant such as Federal, State, and Private/Local. This is not the funding share for the grant.
Hierarchy 4 – Company and Grantor	COM   Health and Human Services (HHS) (GRH 4)	Sponsor or grantor. For state grants, would be the agency giving the grant.
Hierarchy 5 – Company   CFDA or Agreement Name (#) Hierarchy	COM   Community Service Block Grant (93.569) (GRH 5)	Supports the SEFA for federal grants through the CFDA number. For State or Local and Private grants use the number and name from the contract, interagency agreement, or memorandum of understanding.
Hierarchy 6 – Company   Grant Award Year   Grant Award or Agreement (#) Hierarchy	COM   FFY21   Community Service Block Grant (CSBG) (2101WACOSR) (GRH 6)	The totals for each company's award or agreement can be seen here.
Hierarchy 7 – Company   Grant Award Year   Award or Agreement (# )  Funding Share Hierarchy	COM   FFY21   Community Service Block Grant (CSBG) (2101WACOSR)   Federal (GRH 7)	The totals for each funding source can be seen for each award or agreement.
Grant Worktag (Transaction Level) - Company   Grant Award Year   Award/Agreement#   Grant Name  Funding Share	COM   FFY21   G-2101WACOSR   Community Service Block Grant (CSBG)   Federal	Company, Award Year which can be the year the grant begins (FFY21, CY21, SFY21, Grant Award or Agreement #, Grant or Agreement Name, and funding source (Federal, State, State Lid, State MOE, Private-Local).

# SECONDARY GRANT HIERARCHIES | SPLIT OF AWARD

Here is an illustration of tracking how a NOA is split across agencies utilizing the secondary (alternate reporting) grant hierarchy to support management reporting needs.



# GRANT HIERARCHY | SECONDARY EXAMPLES

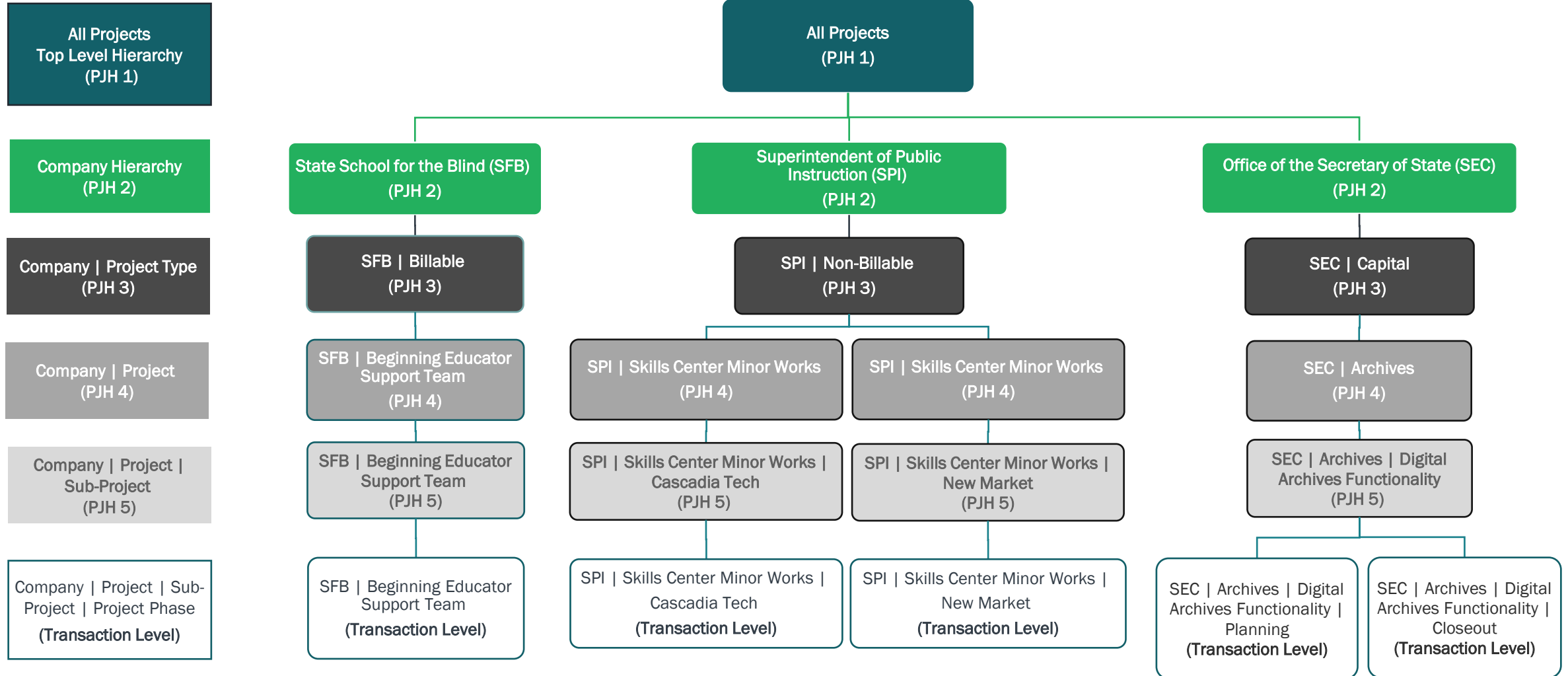
Worktag Level	Example	Definition / Usage
Hierarchy 1 –All grants	All Grants (GRHT 1)	Supports statewide reporting for all grants
Hierarchy 2-Grantor Agency	USDA (GRHT 2)	Sponsor or grantor. For state grants, would be the agency giving the grant.
Hierarchy 3-CFDA or Agreement Name and Number	Supplemental Nutrition Assistance Program (10.551) or Agreement Name (1234567890) (GRHT 3)	Supports the SEFA for federal grants through the CFDA number. For State or Local and Private grants use the contract, interagency agreement number, or memorandum of understanding.
Hierarchy 4 – Award Year   Award or Agreement Name (#)	Award Year   Award Name or Agreement Name (#) (GRHT 4)	Award or agreement name to allow for reporting at the agency level.
Grant or Grant Award Line	DSHS   FFY17   10.551   Senior Farmer Market Assistance   Federal	Company, the Federal Fiscal Year (FFY), Grant Award, Grant Start Year (State Fiscal Year (SFY), or Calendar Year (CY), name and funding share.

# PROJECT DESIGN HIGHLIGHTS

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- Projects for IT capital projects are required
- Projects can be used by agencies to capture maintenance and operational activities
- Hierarchies are necessary for reporting

# PROJECT HIERARCHY AND EXAMPLE | PHASE 1A



# HOMEWORK

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- Review the crosswalk file
- Focus the updates on the following worktags:
  - Program
  - Cost Center
  - Grant
  - Project
- Provide changes based on prior instructions by December 31, 2022
- If you have questions, please send an email to One Washington with the subject line labeled 'FDM Questions - <Agency Acronym>.'

# **Common Answers to Questions**



# OUR COMMON ANSWERS – OUR MESSAGE TO YOU

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- Use of Toolbox inquiry
  - Workday provides user entry tools and shortcuts, such as:
    - Templates
    - Copy and paste
    - Recurring transactions
- Use of EIB (Enterprise Interface Builder) (e.g., spreadsheet upload of data)
  - One EIB load file per transaction type (e.g., Supplier Invoice, Accounting Journal)
  - Online interaction in Workday is still necessary
  - Does not replace integration
- Focus groups
  - More detail information on business processes by functional area



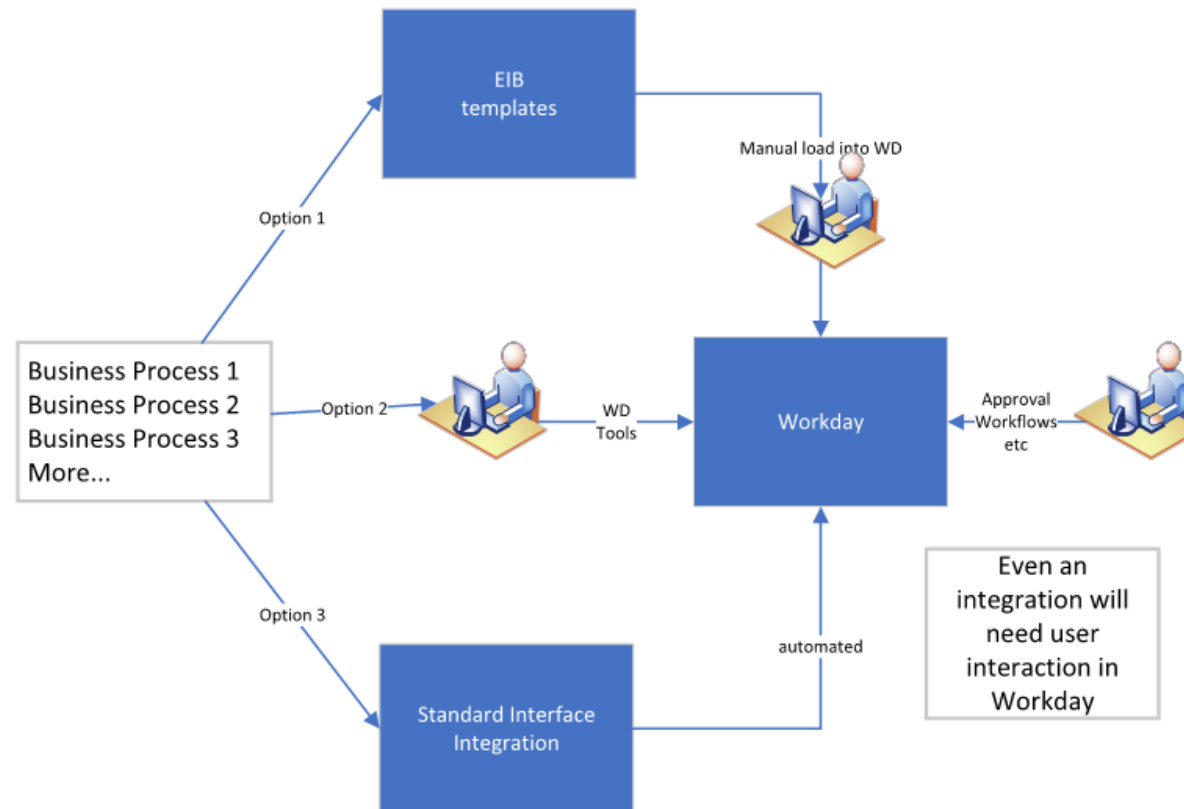
# OUR COMMON ANSWERS – OUR MESSAGE TO YOU

## AFRS FINANCIAL TOOLBOX transition to WORKDAY solutions

### CURRENT PROCESS



### FUTURE PROCESS



# EIB TEMPLATES

EIB Template	Description
EIB_FIN_Import_Accounting_Journal	Adds or updates an Accounting Journal and submits it to the Accounting Journals business process. Journal entries for accruals can automatically be reversed.
EIB_SUP_Submit_Supplier_Invoice	This service operation will add or update Supplier Invoices and submit to the Supplier Invoice business process.
EIB_BNK_Submit_Miscellaneous_Payment	Adds or updates miscellaneous payment requests and submits to the Miscellaneous Payment Request Event business process. Updates require a full replace of the miscellaneous payment request's data.
EIB_BGT_Import_Budget_Amendment	This service operation will import high volume Budget Amendments.
EIB_FIN_ALL_Put_Allocation_Definition	This service operation allows you to create or update an Allocation Definition.
EIB_FIN_Import_Statistic	This service operation will add or update Statistics with high volumes via Web Service Background Process. Data includes: reference to the related Statistic Definition, Fiscal Period, Memo, the Statistics Line (HV) values (Company, Worktags and Line Value).
EIB_FIN_Put_Statistic_Definition	This service operation will add or update Statistic Definitions. Data includes: Name of the definition, Description, Fiscal Schedule, Required Dimensions, a boolean attribute that indicates whether or not the definition requires Company, Statistic Type and whether or not the definition is Inactive.



# Questions?

