

Louisiana Tech University Workday Financials Account Code Structure

Workday is a an object-oriented, cloud-computing software solution that allows the University to meet its financial needs, including business processes, reporting, and data analytics. Instead of using the traditional accounting chart strings found in other accounting systems, Workday utilizes combinations of Worktags in order to properly identify budgets and transactions.

Commonly used Worktags include the following categories:

Worktag Name	Number of Digits	Format	Description
Cost Center	6	CCXXXX	Previously known as departments, Cost Centers are costing organizations used to hold financial transactions, budget, and workers. Cost Centers generally have a manager, a financial impact, and a budget.
Fund	6	FNDXXX	Identify the source of funds and restrictions associated with those funds
Function	6	FNCXXX	Identify the use of funds
Ledger Account	4	XXXX	Identify the account type: assets, liabilities, fund balance, revenue, and expenses
Revenue Category	6	RCXXXX	Identify the type of revenue transactions
Spend Category	6	SCXXXX	Identify the type of expense transactions
Grant	8	GRXXXXXX	Identify the unique grant or contract
Gift	8	GFXXXXXX	Identify the unique gift for scholarships, endowments, and other restricted purposes
Program	9	PRGXXXXXX	Identify the unique program. Programs typically have long term or permanent purposes. They do not have defined start and end dates.
Project	9	PRJXXXXXX	Identify the unique project. Projects do not have long term purposes and may have defined start and end dates.
Award	Typically 11	AWD-XXXXXXXX	Identify the individual grant/contract information, and contains multiple lines to properly track period of performance, participant support, or subaward spending.
Object Class	None	Listed below	Used in Grants to map Spend Categories to Budget Categories needed for budget monitoring and invoicing
Reconciliation	5	RXXXX	Used to reconcile certain ledger accounts such as receivables, payables, and other liabilities
Expense Items	6	EXPXXX	Used to identify expense categories for travel and other reimbursements. Expense items are linked to spend categories.
NCAA	7	NCAAXXX	Used to identify revenue and expense categories used in NCAA reporting

Funds include the following categories:

Fund ID	Fund Name
FND000	Agency Funds
FND002	Auxiliary Funds
FND007	Endowment Fund
FND008	Federal Grants & Contracts
FND013	Loan Funds
FND019	Operating Fund
FND023	Plant Funds
FND024	Private Grants & Contracts
FND028	Restricted
FND031	Scholarships
FND032	State Grants & Contracts
FND037	Unrestricted Designated
FND038	Unrestricted Fund Cost Sharing

Functions include the following categories:

Function ID	Description
FNC001	Academic Support
FNC002	Auxiliary Enterprises
FNC008	Institutional Support
FNC009	Instruction
FNC010	Intercollegiate Athletics
FNC011	Transfers
FNC014	Operation and Maintenance of Plant
FNC015	Public Service
FNC016	Research
FNC019	Scholarships and Fellowships
FNC027	Service Departments
FNC028	Student Services
FNC000	No Function

Ledger Accounts include the following categories:

Format	Description
1XXX	Asset
2XXX	Liability
3XXX	Fund Balance
4XXX	Revenue
5XXX	Expense

Object Classes (used for Grants) include the following categories:

Object Classes for Grants
Equipment Over \$5000
Equipment Under \$5000
Food
Fringe Benefits
Indirect Cost
Interagency Transfers
Operating Services
Other Charges
Professional Services
Salaries
Salary - Graduate Assistant
Salary - Student Pay
Scholarships
Stipends
Subawards
Supplies
Travel - Domestic
Travel - International

The lists of all Ledger Account, Revenue Category, and Spend Category Worktags are available on the Comptroller's webpage at <https://www.latech.edu/administration/finance/comptroller/>.