

## COMMONLY USED TERMS

<b>TENANT</b>	Instance of Workday shared by all LSU campuses.
<b>COMPANY</b>	Refers to each campus within the tenant.
<b>FINANCIAL DATA MODEL (FDM)</b>	The multi-dimensional structure of Workday accounting and financial reporting. FDM includes, but is not limited to, the current Chart of Accounts. It consists of the data elements that are attached to financial transactions when they are entered or generated that allows LSU to retrieve the data later for reporting purposes.
<b>COST CENTER</b>	A unit within an organization to which costs are charged. This is generally the level at which budgets are created and managed and typically is used to house people and their associated costs.
<b>PROJECT</b>	Refers to fiscal activity wherein the scope of work has a defined start and end date. A capital project would be an example of a project.
<b>PROGRAM</b>	Used to capture activities that don't have a designated start and end date.
<b>WORKLET</b>	Icons on Workday homepage that provide access to groups of related tasks. Used to organize tasks and reports by functional areas.
<b>WORKTAGS</b>	Keywords assigned to transactions which are used to classify transactions for financial, operational and external reporting.

## NEW TERMINOLOGY

Legacy Term	New Workday Term
annual leave	annual time off
authorization to travel	spend authorization
buyer	sourcing buyer
object codes	spend category
payment	settlement
payroll deposit slip	pay slip
PO alteration	change order
receiving report	receipt
sick leave	sick time off
solicitation	RFQ
summary object code	ledger account
transaction type	ledger account type
travel expenses	expense items
travel expense reimbursement request	expense report
vendor	supplier
transaction type: X	expense