

## Bentley's New Financial Data Model (Helpful Hints)

	Purpose	When Used	Default or Input
Fund	Represents the high-level source of funds for external financial reporting.	Always Required – Typically defaults from other input	Will default, don't change
Cost Center	Identifies financial responsibility and management for business units (departments, centers, etc.)	Always Required	Will default based on your department, you can change.
Division	Indicates the division for the cost center resides, used for reporting	Always Required	Typically defaults from cost center
Spend Category	Provides a more granular view of the expenses incurred for transaction analysis.	Required for Expense transactions	User Must Select
Ledger Account	Replaces the detailed accounts used for financial reporting. This is the level our budgets will reside.	Required – Defaults from Spend Category	Will be determined based on the spend category you select
Program	Captures functional expense categories required for audited financial statement reporting	Always Required – Defaults from Cost Center	Will default, don't change
Gift	Indicates the funding source is a gift or a private grant	Required for all Gift Activity	User Must Select
Grant	Indicates the funding source is a federal grant	Required for Grant Activity	User Must Select
Project	Accumulates costs for Capital Projects	Required for Capital Projects	User Must Select

**Focus on the pink and you will be all set!**

Special Worktags for used for certain cost centers:

Worktag	Purpose	When Used
International Programs	Used to track revenue and costs related to international programs	CC # 1502
Faculty Research Accounts	Used to track faculty research and other academic affairs research accounts	CC #1234
Organizations & Activities	Identifies Student Organizations	CC# 6504, 6508

Note: You may need to look under “Additional Worktags” to input all of the required FDM requirements.

