Workday Financials: Worktags Overview
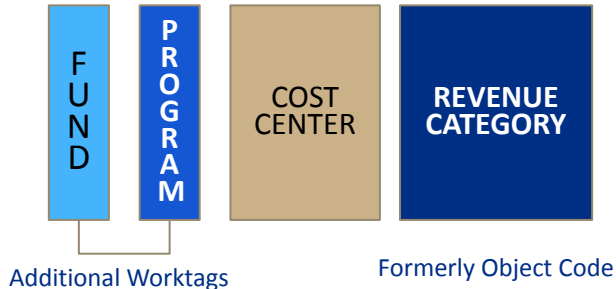
Worktags are keywords assigned to each transaction to indicate its purpose.

*Cost Center | × 204001 Administrative Computing ...

Cost Center: Formerly Department and Unit - defaults based on Supervisory Org

Gift |

Gift: Make a selection if the transaction relates to a Gift

Grant |

Grant: Make a selection if the transaction relates to a Grant

Initiative |

Initiative: Rolls up to a Cost Center, For Example: Athletics - select a sport

*Additional Worktags | × Fund: 10 Unrestricted ... | × Program: 04 Academic Support ...

Additional Worktags: Fund and Program are required, populates based on Cost Center or selection made in Gift, Grants, or Initiatives.
User can select Projects, Clubs, and Startup Funds as needed

Account: 10 - 4 - 204001 - 3710

| FUND | PROGRAM | COST CENTER | REVENUE CATEGORY |

Additional Worktags

Formerly Object Code

Cost Center Lookup: This tool will help you look up what accounts are cost centers and driver worktags. A list of revenue categories is available on the 3rd tab.