

OVERVIEW

This guide provides an overview of Workday Terminologies commonly used in Finance.

- Certain worktags are Driver Worktags or Related Worktags.
- When the Driver Worktag is selected, the Related Worktags are auto-populated.
- Common Driver Worktags include Cost Center, Grant, Gift, Specialty, Program, and Project.

Banner Term	Workday Worktag / Term	Definition
Finance Transaction Correction	Accounting Journal Transaction Correction	<ul style="list-style-type: none"> • An entry submitted to correct a financial transaction that has posted to the Actuals ledger in Workday
Activity Code*	Activity Code <i>Additional Worktag</i>	<ul style="list-style-type: none"> • This “custom org” is used for department/division specific reporting requirements (e.g., NCAA reporting for Athletics, recruiting, marketing) • The activity codes that various departments are using in Banner to track cost share and financial activity by physician/professor/department will no longer be activity codes in Workday*
N/A	Assignee <i>Additional Worktag</i>	<ul style="list-style-type: none"> • Track financial activity by employee • This “custom org” is available for payroll costing allocations and financial transactions
Business Process	Business Process	<ul style="list-style-type: none"> • An ordered collections of tasks, whose routing is driven by security role assignments. Workday Inbox's are configured to receive all tasks that you are required to take action on.
N/A	Business Unit	<ul style="list-style-type: none"> • SLU is using this worktag Jan. 1 – Jun. 30, 2020, to ensure that payroll activity feeds correctly to Banner Finance
Company	Company	<ul style="list-style-type: none"> • Usage is for legal entities
Contracts	Customer Contracts	<ul style="list-style-type: none"> • The contracts will be categorized by "customer group" which will represent all the different schools. "Contract Type" are all the different types of contracts associated with the AAA. "Other" is for all outside SSM locations.
Org Code	Cost Center <i>Driver or Related Worktag</i>	<ul style="list-style-type: none"> • Generally, has a manager, headcount, budget • Required on all transactions; drives reporting and approvals • Rolls up to Cost Center Hierarchy - corresponds to orgs/org hierarchy in Banner
Customer	Customer	<ul style="list-style-type: none"> • Anyone that SLU invoices with the intent of collecting payment, including both true revenue and claim recoveries.

Banner Term	Workday Worktag / Term	Definition
Fund Attribute	Function <i>Related Worktag</i>	<ul style="list-style-type: none"> NACUBO expense purpose, e.g., Instruction, Research, Public Service The function defaults on transactions from the cost center or from the gift/grant/program/project/ specialty This “custom org” will also be used for SLUCare Faculty Charter reporting
Fund Group	Fund <i>Related Worktag</i>	<ul style="list-style-type: none"> SLU has identified approximately 20 funds in Workday including Operating, Designated Unrestricted, Designated Endowment Income, Sponsored Programs, Clinical Trials, SLUCare, and CADE. In addition, there are funds for Student Loan, Endowment, Annuity, Waived F&A, Cost Share, and net asset classification. Funds generally correspond to the columns on SLU's financial statements.
Search for an Item	Generate a Report	<ul style="list-style-type: none"> In Workday, any time you search for an item(s) according to a set of parameters, you've run a report. View your requisitions, supplier invoice requests, find suppliers, and viewing your paycheck are all reports.
Fund	Gift <i>Driver Worktag</i>	<ul style="list-style-type: none"> Spendable or endowed - corresponds to "2" and "4" funds in Banner that are NACUBO-coded 0300 Gifts or 0400 Endowment Income, and “6” endowment funds For endowed gifts, the Gift tag is used with the Designated Endowment Income Fund to record endowment income and expenditures, and the same Gift tag is used with the Endowment Fund to track fair market value of the corpus Includes “5” donor-restricted loan funds and “6” annuity/life income funds
Fund	Grant <i>Driver Worktag</i>	<ul style="list-style-type: none"> Corresponds to "3" Sponsored Programs, "28" clinical trials, and “5” non-donor restricted loan funds in Banner
Inter-Departmental Order (eSeeIDO)	Internal Service Delivery	<ul style="list-style-type: none"> A request submitted for goods/services provided by SLU service departments See the ‘Accounting Journals: Transfer’ job aid for Designated transfers (previously done via eSeeIDO in Banner)
Account Code “Roll Up”	Ledger Accounts	<ul style="list-style-type: none"> Are classified as assets, liabilities, equities, revenue, and expenditures Users select revenue categories (or sales items) or spend categories and WD posts the transaction to the appropriate ledger account
N/A	Location <i>Additional Worktag</i>	<ul style="list-style-type: none"> Cross functional: HCM, Business Assets, Procurement, and General Ledger

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Fund	Program Driver Worktag	<ul style="list-style-type: none"> • Broader than a project and ongoing • "Small" org - assigned for "1" and "2" funds in Banner for student organizations, journals, continuing education, study abroad, for example
Fund	Project Driver Worktag	<ul style="list-style-type: none"> • Generally has a start and end date - assigned for "7" construction projects in Banner • Assigned for "2" Faculty Start Up, Presidential Research Awards, Big Ideas Awards, Beaumont Awards; Bridge funds; Chairman Set Up funds • Indirect Cost Recovery "26" funds
Purchase Order	Purchase Order	<ul style="list-style-type: none"> • A method of procuring goods and/or services through Workday Financials. It is generated by the corporate buyer.
Sole Source Form	Purchasing Questionnaire	<ul style="list-style-type: none"> • A form that will be prompted at \$10K to satisfy SLU's Competitive Bidding Policy. It will allow users to attach competitive bids, justify a sole source purchase, or indicate that a purchase is covered by a competitively bid contract. This form will be visible to Cost Center Approvers and Business Services.
N/A	Receipt	<ul style="list-style-type: none"> • A new process for SLU employee's that augment the invoice approval process and provides an audit Trail for what has been received. It is intended to provide more insight and control regarding goods and services that are ready to be paid.
N/A	Related Actions	<ul style="list-style-type: none"> • One of the primary icons used in Workday to initiate an action or business process. Related actions are found next to objects in Workday, and appear as three small dots in a rectangle, resembling a lego.
Account Code	Revenue Category Driver Worktag	<ul style="list-style-type: none"> • Required for all revenue transactions (ex. Other sources)
Account Code	Sales Item Driver Worktag	<ul style="list-style-type: none"> • Granular version of revenue categories (ex. Vending machine income)
Batch Run	Settlement Run	<ul style="list-style-type: none"> • The method by which SLU processes all approved supplier and customer invoices. This process initiates the payment files to both banks and check print vendors, ACH drafts for customer invoices, print files for customer invoices, and accounting required to mark the invoice as "processed/closed".
Fund	Specialty Driver Worktag	<ul style="list-style-type: none"> • SLU will use this "custom org" to track financial activity by medical specialty, including feeds from the IDX patient billing system and contract revenue
Account Code	Spend Category Driver Worktag	<ul style="list-style-type: none"> • Required for all spend transactions (ex. office supplies)

Banner Term	Workday Worktag / Term	Definition
Vendor, Provider, Producer, Subscriber, Supplier	Supplier	<ul style="list-style-type: none"> Any entity to whom SLU has traditionally sent money (e.g. Producers, AP Suppliers, Providers, Subscribers). All suppliers are assigned to one supplier category (producer, provider, subscriber) in Workday.
N/A	Supplier Contract	<ul style="list-style-type: none"> Similar to a purchase order, supplier contracts are used for procurement of goods and/or services that need detailed contract terms and conditions, such as SLA, fixed bid, T&M, etc.
Direct Pay Voucher (eSeeDPV)	Supplier Invoice Request	<ul style="list-style-type: none"> A request submitted by a SLU employee who wants to pay a supplier for goods and/or services. This is typically necessary if the supplier has sent the invoice directly to the employee, or the supplier has not yet provided an invoice.

