

## Worktags and their Purpose

### PURPOSE

This job aid will explain the basic concepts of Worktags and their purpose. These concepts are necessary for finance users to understand when completing finance related transactions, regardless of the type of finance transaction being initiated.

### IN THIS JOB AID

[Worktags Structure](#)

[Request a New Worktag or Changes to an Existing Worktag, a Scholarship and an Agency account](#)

[View the Worktags for your Position on your Personal Page in Workday](#)

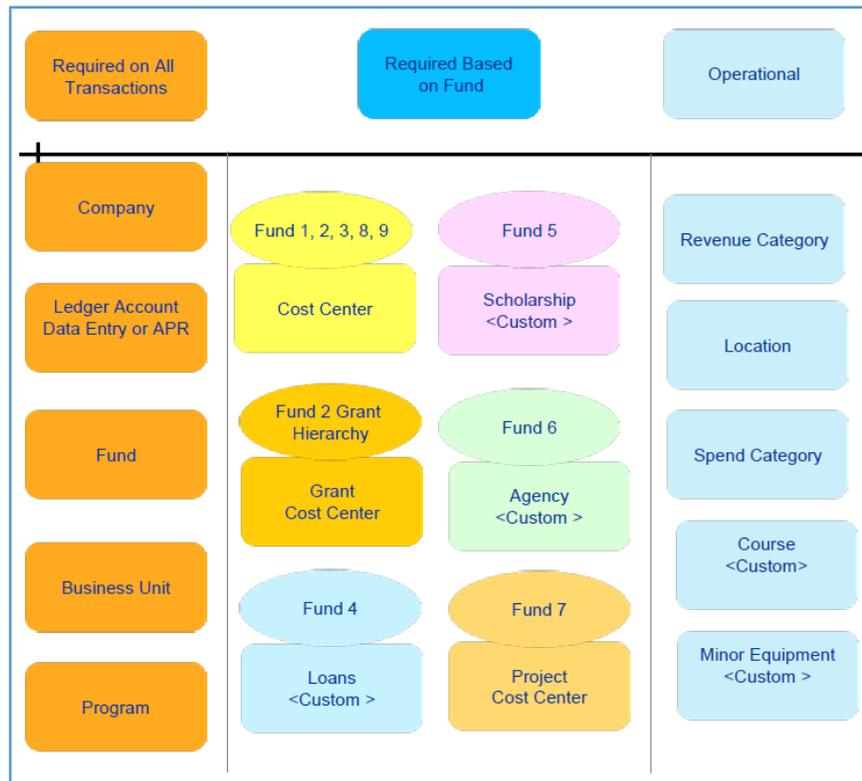
[Understanding Hierarchies](#)

[Cost Center and Cost Center Hierarchy](#)

- [Cost Center Approver Intersection Security Matrix – Report](#)
- [AVP/Dean Intersection Security Matrix](#)
- [Cost Center with Hierarchies - Report](#)

## PROCEDURE

<b>Worktags Structure</b>	
<p>Worktags are fields used to further define a transaction, make the business purpose clear and to provide the ability to support financial and statistical reporting. They also support the searching of results when attempting to locate transaction detail.</p>	
<b>Worktags Types:</b>	
Fund	Represents funding source and used to control overall cash. Drives Approval path for financial transactions, and required for all Financial transactions
Business Unit (BU)	Represents the logical grouping of the various areas within the college (North, Central, South, VP of Operations, Student Affairs, etc.). Drives Approval path for financial transactions, and required for most Financial transactions
Cost Center (CC)	identifies the department and is required for most financial transactions
Program	Represents the State Org unit number and is used to further define a business segment and for cost report. Required for most Financial transactions
Grant	Restricted funds used in a grant
BC_Loan	Represents student load accounts, used in Fund 4 – loan fund
BC_Scholarship	Represents student scholarship accounts, used in Fund 5 – scholarship fund
BC_Agency	Represent accounts containing funds that do not belong to the College, used in Fund 6 – agency fund
Project	Represents capital or administrative projects, mostly used in Fund 7 – plant fund
Location	Physical location (building/room) used on all transactions for Delivery and/or inventory purposes
Course	Used when FD101 is selected
Minor Equipment >1000	Needed for general ledger posting purposes to ensure expense posts to the correct ledger account based on the value of the asset
<p>It is the combination of the various worktags that further define financial transactions in Workday. When financial transactions are processed, specific worktags are required and will default when possible. Note that when a worktag is entered on a transaction it is saved with these values.</p>	



### Request a New Worktag or Changes to an Existing Worktag, a Scholarship and an Agency Account

Depending on the need of the department, a new worktag (i.e. Cost Center, Business Unit, Program, Fund), or changes to an existing worktag (i.e. change cost center approval path, consolidate or to unconsolidate cost centers, inactive a cost center) can be requested thru the Budget Department. To facilitate this process, please contact the [Budget Department](#).

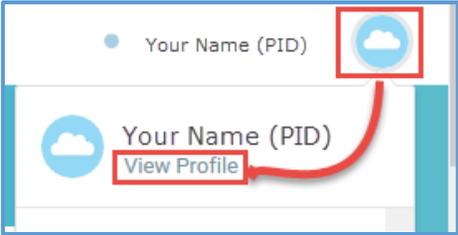
To request a new **Agency Account**, complete an [Application for New Cost Center](#) and email the approved form along with a justification, start/end date for this account, and the budget amount for this request to the [Accounting](#) department for processing.

To request a new **Scholarship** and **Loan** account, complete an [Application for New Cost Center](#) along with the [Financial Fund Code form](#) and email the completed forms to [Credit and Collection](#) department for processing.

**View the Worktags for your Position on your Personal Page in Workday**

**Step 1** Login in to Workday

**Step 2** Click on **My Account** (your picture located on the top right corner), then click on **View Profile**



**Step 3** Your Worker Profile page displays. Click on the **Organizations** tab

Organization	Organization Type	Organization Subtype
BU: Information Technology	Business Unit	
District	Business Unit Hierarchy	
Broward College	Company	Company
All Companies	Company Hierarchy	Company
CCDD	Cost Center	Cost Center
Information Technology	Cost Center Hierarchy	Associate Dean / Director
FD100 Unrestricted Operating Fund	Fund	
Non Self-Supporting Fund 1	Fund Hierarchy	
Non-Sponsored Activity	Fund Hierarchy	
Cypress Creek	Location Hierarchy	Regulatory Region
Semi Monthly Salaried/Adjunct	Pay Group	Pay Group
16310000 Administrative Data and Telecommunications	Program Hierarchy	
PG000267 Administrative Data and Telecommunications	Program	
Business Process Management (Perrone, Elizabeth M (\$192))	Supervisory	Supervisory



## Understanding Hierarchies

Hierarchies establish parent/child relationships between organizations in Workday. Parent is at the top level and represents the actual college-wide worktags (Business Units, Funds, Cost Centers and Programs) and child is at the bottom and are the worktags that roll up to parent level. The levels in between make up the hierarchy, where reporting is controlled.

The **Navigate**- *Task* enables you to view hierarchy reports and to navigate a hierarchy at a higher level and at the lower level. For example, the Fund Hierarchy permits you to see what funds roll up to a certain fund hierarchy.

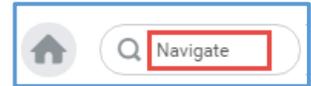
The list of worktag hierarchies that currently exist are:

- Fund hierarchy
- Business unit hierarchy
- Cost center hierarchy
- Program hierarchy
- Project hierarchy
- Grant hierarchy

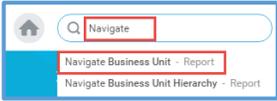
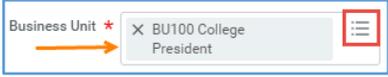
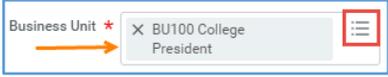
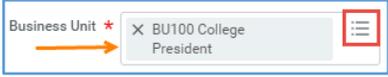
To learn how to access **Navigate** - *task* in Workday to view these reports, follow steps listed below.

Step 1 | Login to Workday

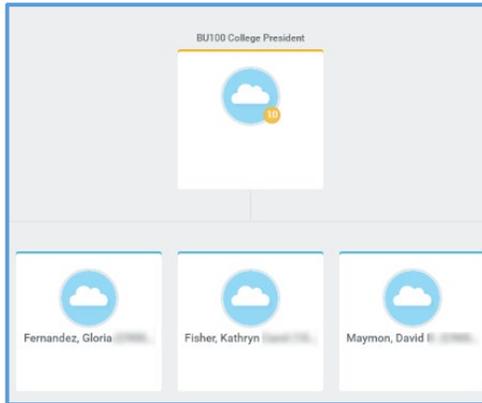
Step 2 | Type **Navigate** in the search field and press enter



Step 3 | Visible hierarchy types:

<b>Type</b>	<b>Allows</b>								
<p>Navigate Business Unit</p> 	<p>To see business unit manager and subordinates within the specific Business Unit (ex: BU100 College President)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Step 1</td> <td style="padding: 5px;">Type <b>Navigate</b> in the search field and select <b>Navigate Business Unit</b></td> </tr> <tr> <td style="padding: 5px;">Step 2</td> <td style="padding: 5px;">Navigate Business Unit screen appears, click the prompt ☰ icon to select the business unit or type it directly in the field</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;">  </td> </tr> <tr> <td style="padding: 5px;">Step 3</td> <td style="padding: 5px;">Click <b>OK</b></td> </tr> </table>	Step 1	Type <b>Navigate</b> in the search field and select <b>Navigate Business Unit</b>	Step 2	Navigate Business Unit screen appears, click the prompt ☰ icon to select the business unit or type it directly in the field			Step 3	Click <b>OK</b>
Step 1	Type <b>Navigate</b> in the search field and select <b>Navigate Business Unit</b>								
Step 2	Navigate Business Unit screen appears, click the prompt ☰ icon to select the business unit or type it directly in the field								
									
Step 3	Click <b>OK</b>								

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Navigate Business Unit Hierarchy



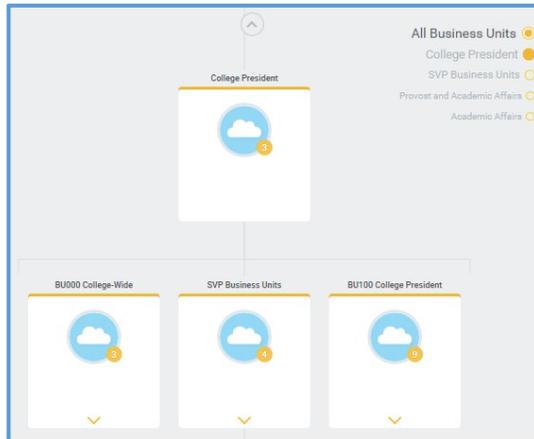
To see Operating unit (ex: College President) and which other business units roll up to the operating unit

Step 1 Type **Navigate** in the search field and select **Navigate Business Unit Hierarchy**

Step 2 Navigate Business Unit Hierarchy screen appears, click the prompt ☰ icon to select the business unit hierarchy or type it directly in the field

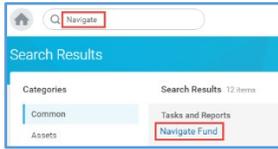


Step 3 Click **OK**



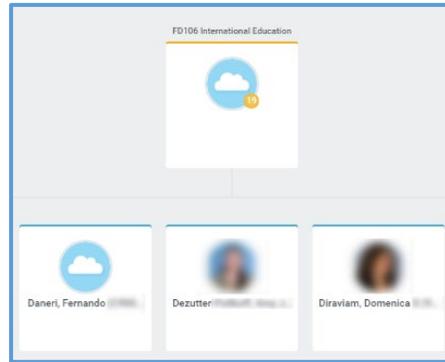
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### Navigate Fund

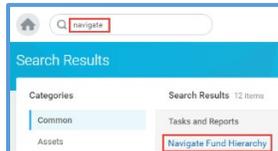


To see fund type (ex: FD106) and subordinates within the specific Fund

Step 1	Type <b>Navigate</b> in the search field and select <b>Navigate Fund</b>
Step 2	Navigate <b>Fund</b> screen appears, click the prompt ☰ icon to select the Fund or type it directly in the field
Step 3	Click <b>OK</b>

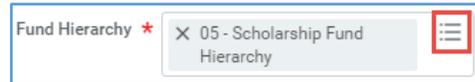


### Navigate Fund Hierarchy

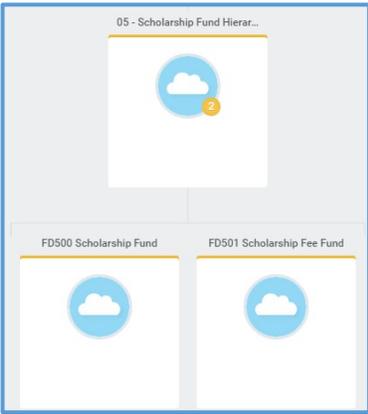


To see grouping of funds (ex: 05-Scholarship Fund) and which other sub-funds roll up to the superior fund

Step 1	Type <b>Navigate</b> in the search field and select <b>Navigate Fund Hierarchy</b>
Step 2	Navigate <b>Fund Hierarchy</b> screen appears, click the prompt ☰ icon to select the Fund Hierarchy or type it directly in the field
Step 3	Click <b>OK</b>

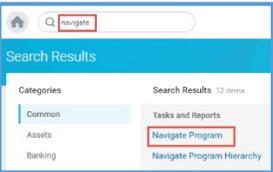


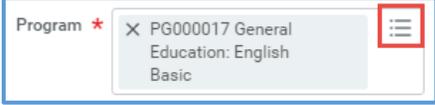
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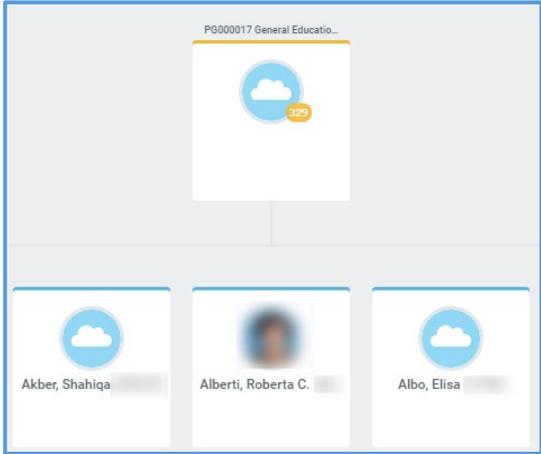


**Navigate Program**

To see program type (ex: PG000017 General Education) and subordinates within the specific Program



Step 1	Type <b>Navigate</b> in the search field and select <b>Navigate Program</b>
Step 2	<p>Navigate <b>Program</b> screen appears, click the prompt ☰ icon to select the Program or type it directly in the field</p> 
Step 3	Click <b>OK</b>

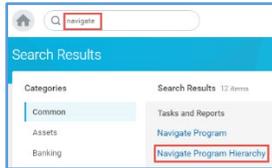


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## Navigate Program Hierarchy

To see grouping of Programs (ex: 21172200 A&P Social Science AA -FD2) and which other sub-programs roll up to the superior program

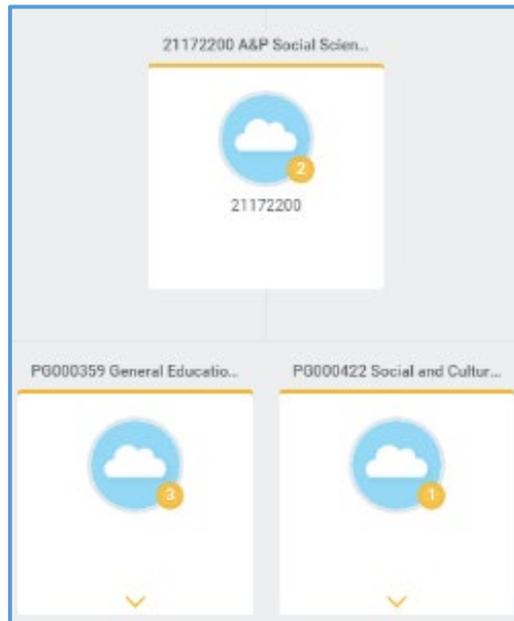


**Step 1** Type **Navigate** in the search field and select **Navigate Program Hierarchy**

**Step 2** Navigate **Program Hierarchy** screen appears, click the prompt ☰ icon to select the Program or type it directly in the field



**Step 3** Click **OK**



### Cost Center and Cost Center Hierarchy

Cost centers are subsets of a department. It is a combination of Cost Center and Business unit that determines the approval path for each transaction. Finance users can run the reports listed below prior to submitting a transaction in Workday to see what the approval path is for the transaction in Workday.

In addition to that these reports are useful for reporting purposes and to see who the manager is for a specific Cost Center and/or Business Unit. To review the cost center and cost center hierarchy reports, follow the instructions below.

### Cost Center Approver Intersection Security Matrix - Report

This report allows you see who the Cost Center Manager(s) is/are for a specific **cost center** and who the approver will be for the Business Unit (BU) entered on a transaction.

Step 1 Type *Cost Center Approver* in the search field and select **Cost Center Approver Intersection Security Matrix – Report**

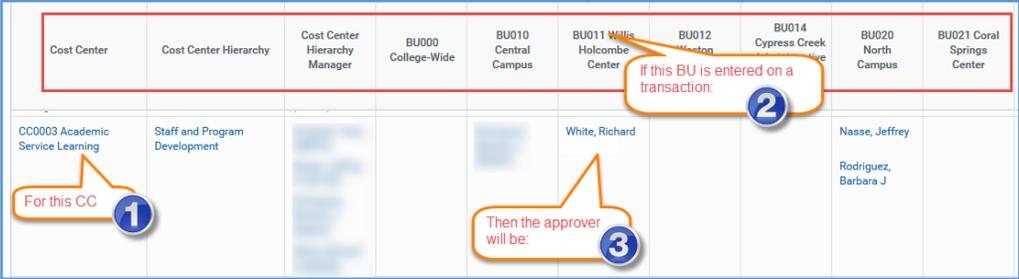


Step 2 *Cost Center Approver Intersection Security Matrix – Report* appears. Note that there might be more than one cost center manager for a specific cost center, but as mentioned above it is the combination of the Cost Center and the Business Unit that determines who will be approving the transaction

Cost Center	Reference ID	Name	Cost Center Manager	Missing Business Unit Principal Assignment	BU000 College-Wide	BU010 Central Campus	BU011 Willis Holcombe Center
Q	CC0029	Behavioral Science	Balzora, Lulrick Potdar, Rukmini			Balzora, Lulrick	Potdar, Rukmini

Step 3 Results can be filtered by clicking on the **Column** titles and exported to Microsoft Excel for additional sorting, formatting and analysis. See instructions listed below:

**Continued**

To	Then
Filter	<ol style="list-style-type: none"> <li>1. Click on the column you wish to filter</li> <li>2. Filter window appears, enter the appropriate value (ex: CCXXX, BUXXX, etc.) in the value field</li> <li>3. Click on <b>Filter</b></li> </ol> 
Drill	Allows users to drill to the details for a specific category or record by clicking on the drillable field (blue hyperlink)
Export/Print	<ol style="list-style-type: none"> <li>1. Click on the Export to Excel  icon (located on the top right corner)</li> <li>2. The report will open as an excel document which can be saved and printed</li> </ol>
<b>AVP/Dean Intersection Security Matrix</b>	
This report allows you to view the Cost Center Hierarchy Manager(s) is/are for a specific <b>Business Unit</b> entered on a transaction	
Step 1	Type <i>AVP/Dean</i> in the search field and select <b>AVP/Dean Intersection Security Matrix - Report</b>
Step 2	<p>The <i>AVP/Dean Intersection Security Matrix</i> Report appears. Here you can see the cost center hierarchy manager(s) and the business units</p> <p>Transactions submitted for a desired cost center will need to be approved CC Hierarchy Manager followed by approval by the manager listed in the BUXX column (dependent upon the combination of cost center and business unit entered on the transaction)</p> 

### Cost Center with Hierarchies - Report

View approval path for a specific cost center and gain insight into all of the Cost Centers at Broward College. This report gives finance users visibility into Cost Centers by providing valuable information such as Cost Center Manager(s) and Cost Center Hierarchies.

**Step 1** Type *Cost Center Hierarchies* in the search field and select **Cost Center Hierarchies-Report**

**Step 2** The *Cost Center with Hierarchies* Report appears. Here you can see the cost center manager(s) and the cost center hierarchies.

Transactions submitted for a desired cost center will need to be approved by the CC Manager > CC Hierarchy Manager > CC Hierarchy Dean/AVP and/or CC Hierarchy Campus Pres/VP and/or CC Hierarchy SVP

Reference ID	Cost Center	Cost Center Manager	Cost Center Hierarchy Assoc Dean/Dir	Cost Center Hierarchy Manager	Cost Center Hierarchy Dean/AVP	Cost Center Hierarchy Campus Pres/VP	Cost Center Hierarchy SVP	Cost Center Hierarchy Coll Pres
CC0018	CC0018 ATM Machines	Schmelzer, Judy L	Auxiliary Services	Cook, Don Libutti, Kenneth Schmelzer, Judy L	Auxiliary Services*Dean/AVP	Operations	SVP Administration	College President

**Note** Approval path for cost centers listed with multiple CC Managers and CC Hierarchy Managers will be dependent upon the Business Unit entered on the transaction.

**Step 3** You may Filter, Export/Print and Drill the report by following the instructions listed on the Cost Center Approver Intersection Security Matrix – Report in [step 3](#)