



Workday Financials
The COA Expressed

Last updated April 1, 2016

Simplify and
standardize processes

Make it easy to get
work done and harder
to make mistakes

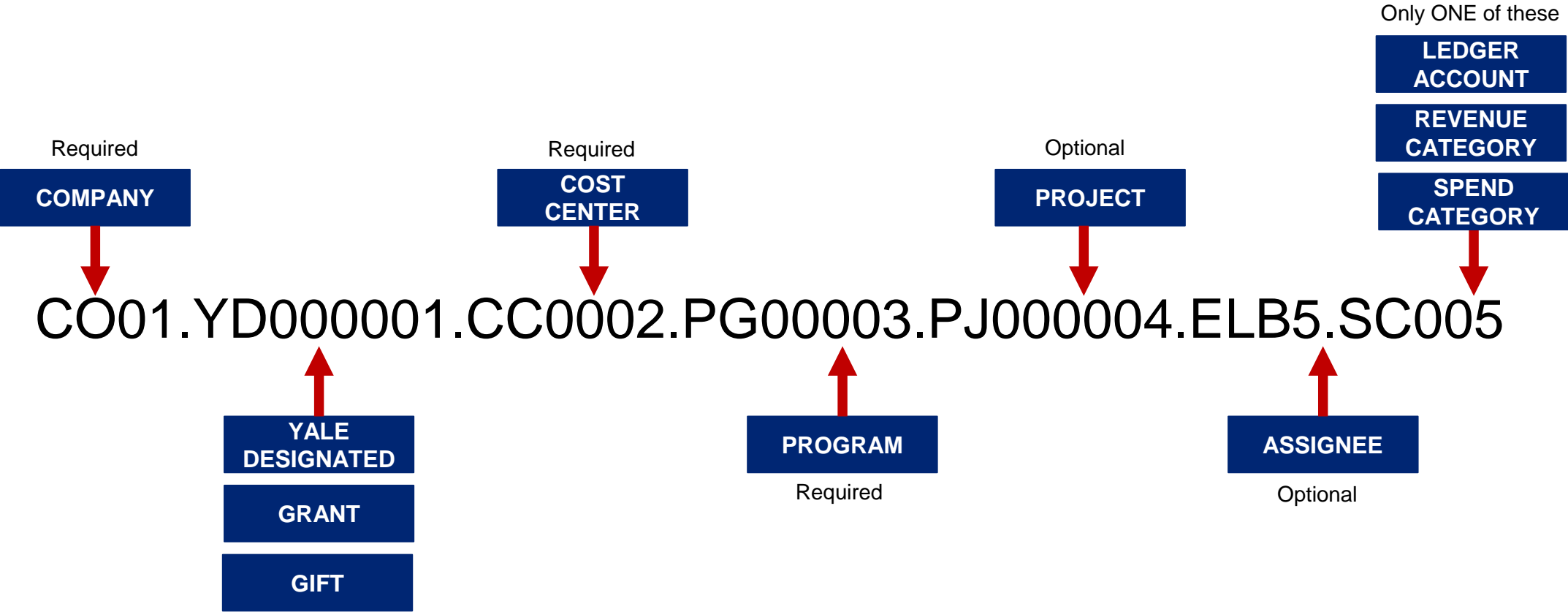
Workday@Yale

Establish an accurate,
trusted and timely
reporting environment

Minimize
administrative
overhead for faculty
and end users

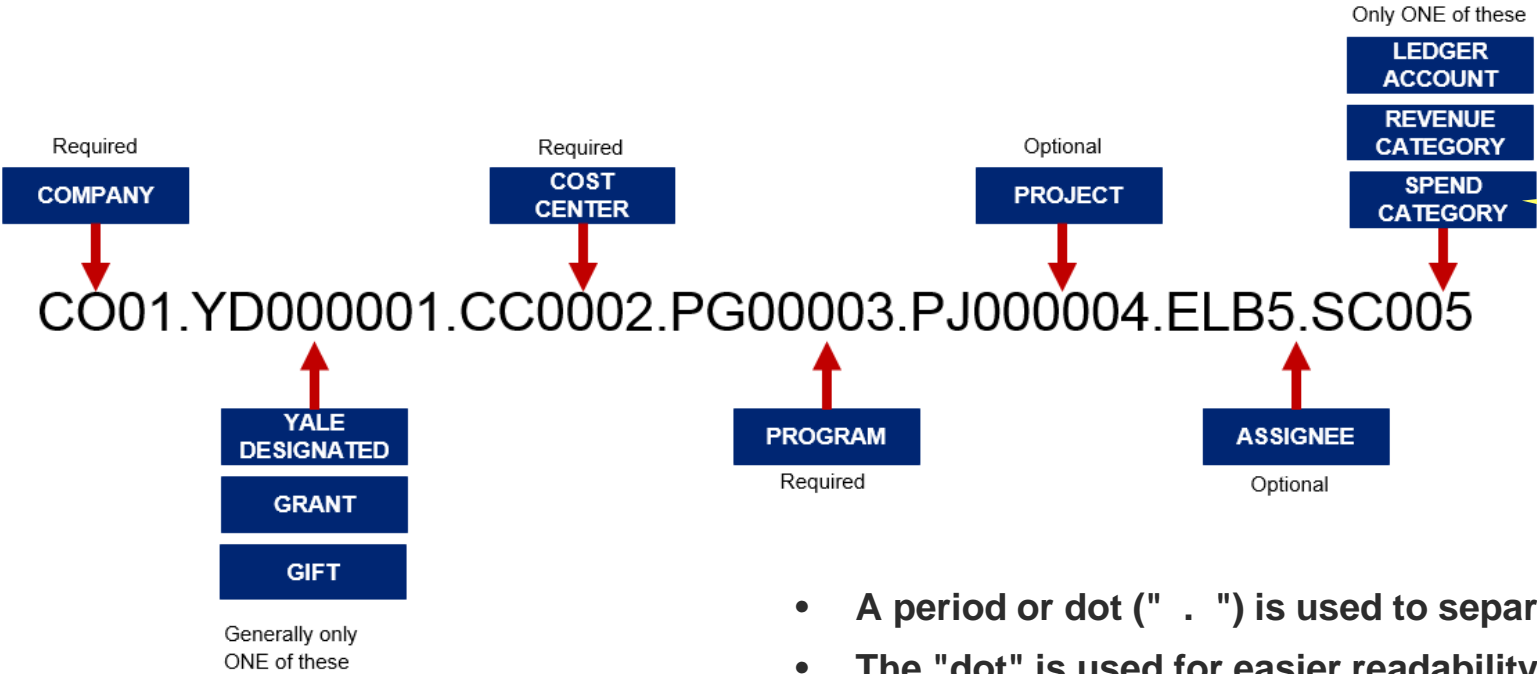
Lower operating costs
and improve
effectiveness

What do COA charging instructions look like when you put it all together?



Generally only ONE of these

This an example of what a "fully loaded" set of charging instructions would look like if all of the segments were expressly provided.



Related Worktag defaulting will limit the number of segments of users need to provide

- A period or dot (" . ") is used to separate each segment for easier readability
- The "dot" is used for easier readability and is not required when sending the charging instructions through integrations *or* when entering the charging instructions directly into Workday.

- Use an "x" to indicate the omission of optional or defaulted segments
- **EXAMPLE: CO01.YD000001.CC0002.PG00003.x.x.SC005**
- Similar to the above, this convention is used for easier readability and is not required when sending the charging instructions through integrations