Workday Financials

*The COA Expressed*

Last updated April 1, 2016
Project Objectives

- Simplify and standardize processes
- Make it easy to get work done and harder to make mistakes
- Establish an accurate, trusted and timely reporting environment
- Lower operating costs and improve effectiveness
- Minimize administrative overhead for faculty and end users
What do COA charging instructions look like when you put it all together?

CO01.YD000001.CC0002.PG00003.PJ000004.ELB5.SC005

Required
- COMPANY
- COST CENTER
- PROJECT

Optional
- LEDGER ACCOUNT
- REVENUE CATEGORY
- SPEND CATEGORY
- ASSIGNEE

Generally only ONE of these
- COMPANY
- COST CENTER
- PROGRAM
- LEDGER ACCOUNT
- REVENUE CATEGORY
- SPEND CATEGORY
- ASSIGNEE

Only ONE of these
- PROJECT
- REVENUE CATEGORY
- SPEND CATEGORY
- ASSIGNEE

Required
- PROGRAM
- LEDGER ACCOUNT
- REVENUE CATEGORY
- ASSIGNEE

Optional
- COST CENTER
- PROGRAM
- LEDGER ACCOUNT
- REVENUE CATEGORY

YALE DESIGNATED
- COMPANY
- COST CENTER
- LEDGER ACCOUNT

GRANT
- COMPANY
- COST CENTER
- REVENUE CATEGORY

GIFT
- COMPANY
- COST CENTER
- SPEND CATEGORY
This an example of what a "fully loaded" set of charging instructions would look like if all of the segments were expressly provided.

CO01.YD000001.CC0002.PG00003.PJ000004.ELB5.SC005

- 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