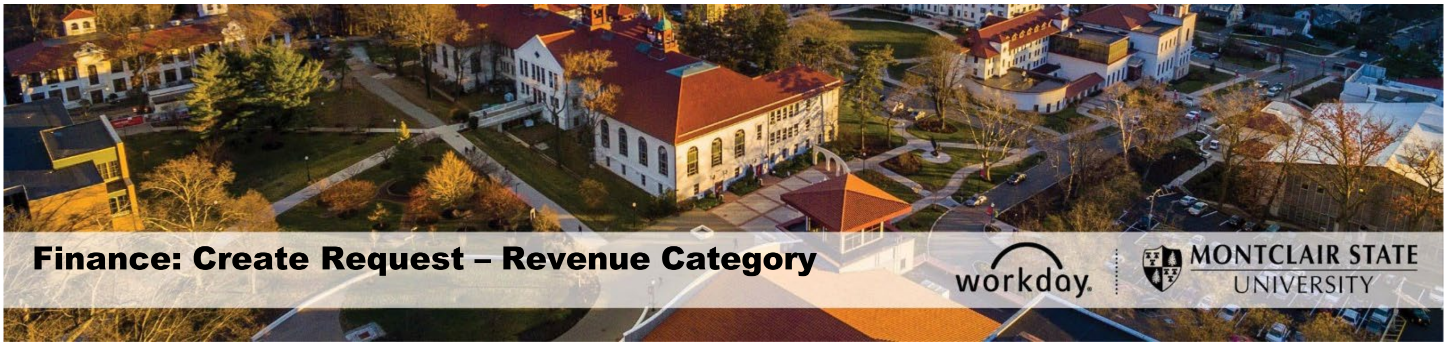


Contents

Revenue Category Request

The Revenue Category worktag is required for cash sales, customer invoices, manual journals, customer refunds involving revenue and billing. It is also used to search for and report on goods and services sold by the University and provides granularity of revenues received for services and/or products provided by the University or Cost Center within a ledger account.

This Quick Guide provides steps for creating a **Revenue Category Request** directly in Workday and lays out the appropriate workflow, i.e. review and/or approvals for this request.

The Security Groups allowed to initiate this Revenue Category Request process are Cost Center Finance Specialists, Cost Center Managers, and Division Managers. Central users have access to initiate all Workday Requests.

To mitigate duplication of revenue category requests, kindly review the available revenue category listing for Cash Sale, Customer Invoice and Manual Journal on the *Workday Resources* worklet on your Workday desktop. To access Workday Resources, see page 12 of this Quick Guide for instructions.

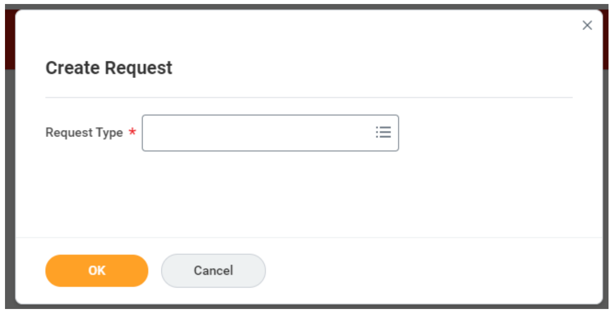
Please note the process time for this request is approximately 6 days.

If access to Workday is required please use the ***Security Role Request Form***.

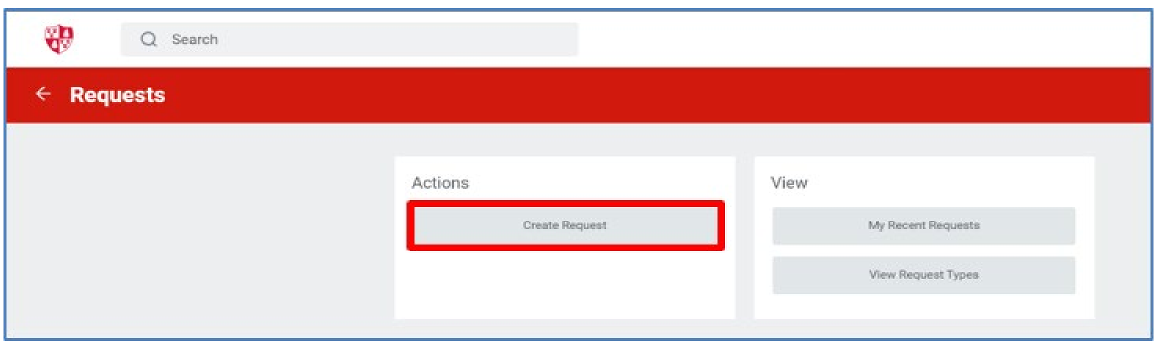
 Updated: **January 2023**

Create Request

1) In the *Search* field, enter **Create Request**.

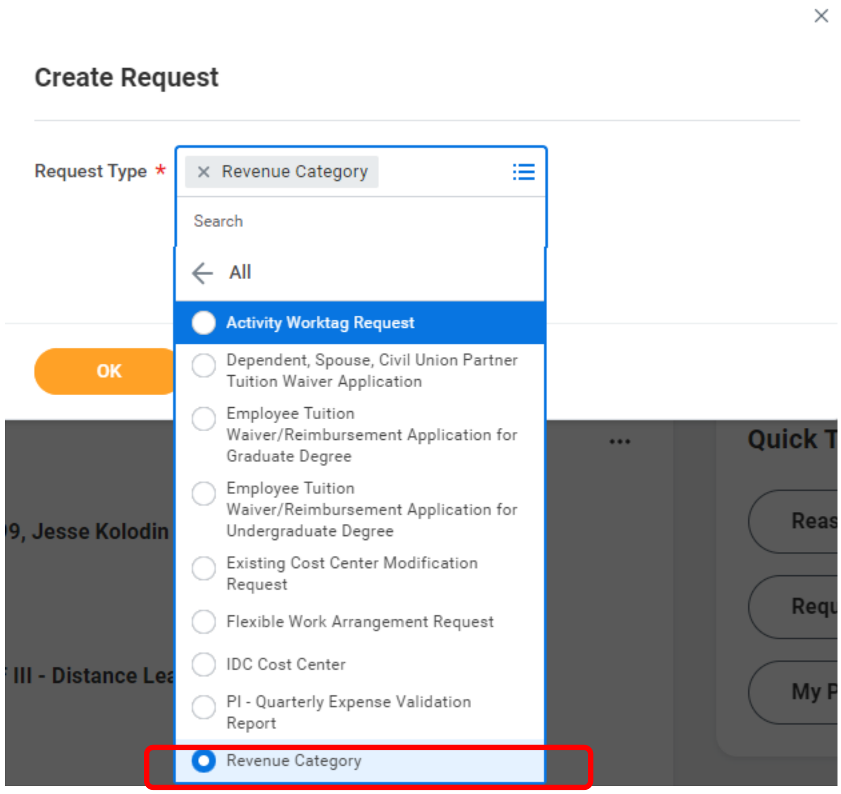


OR if you have the worklet on your dashboard, click on the **Requests** worklet, then click **Create Request**

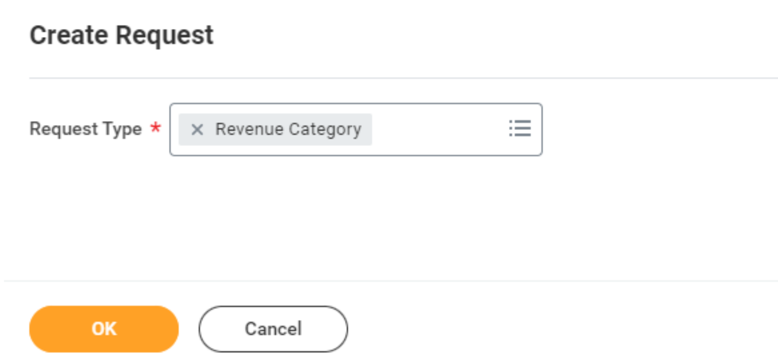


Note: To add the worklet to your desktop, see page 13 of this Quick Guide.

2) Click **All** in the Request Type field and select the radio button next to **Revenue Category Worktag Request** option.



3) Click OK



4) **Complete the questionnaire.** All questions should be answered, if the question is not applicable, please enter 'N/A'.

a. Indicate if this request is for a new Revenue Category worktag or a modification of existing Revenue Category worktag:

Please indicate if this Request is for a NEW revenue category or a MODIFICATION to an existing revenue category:
(Required)

- ◯ New revenue category
- ◯ Modify existing revenue category

- If New revenue category, enter the name of the proposed revenue category.

Please indicate if this Request is for a NEW revenue category or a modification of existing revenue category:
(Required)

- ◉ New revenue category
- ◯ Modify existing revenue category

Enter the name for the proposed Revenue Category
(Required)

- If modifying an existing Revenue Category worktag, indicate the existing revenue category in the text box and indicate the proposed changes.

Please indicate if this Request is for a NEW revenue category or a MODIFICATION to an existing revenue category:
(Required)

- ◯ New revenue category
- ◉ Modify existing revenue category

Enter the **existing** revenue category/hierarchy and provide detailed description of the proposed changes:
(Required)

- If selecting New revenue category, provide the information as requested in the questionnaire:

Provide the following related to the **proposed** revenue category:

1. Source of the revenue;
2. Reason for tracking this category of revenue;
3. Projected annual amount for this revenue;
4. Recurrence of revenue whether monthly/quarterly/annually.

(Required)

Note: itemize your responses in accordance with the questions asked.

- If selecting New revenue category, select what type of transaction this revenue category will be used for; more than one option may be selected:

Search

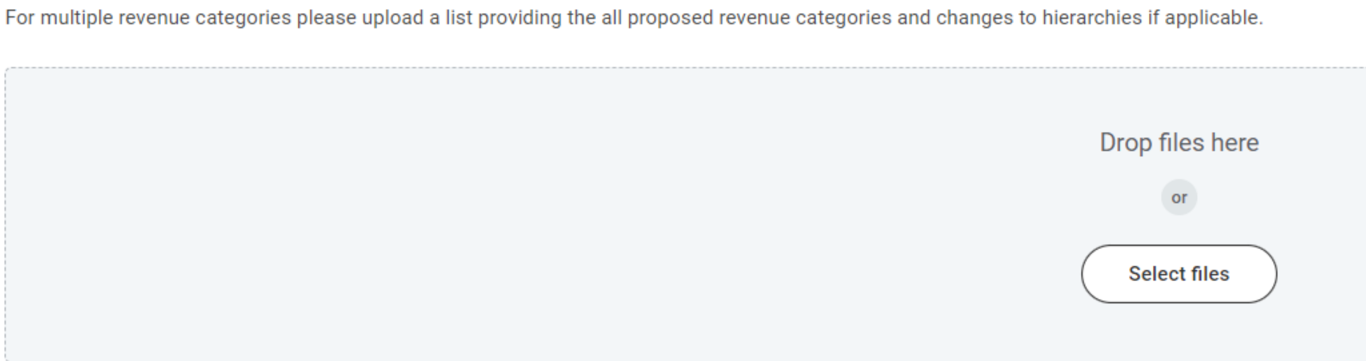
- [ ] Cash Sale
- [ ] Customer Invoice
- [ ] Accounting Journal
- [ ] Tuition and Student Fees (Budget Office use only)
- [ ] Departmental Sales and Services
- [ ] Not applicable

b. Enter the Ledger account to which this revenue category should be mapped.

NOTE: If unknown please enter N/A in this field.

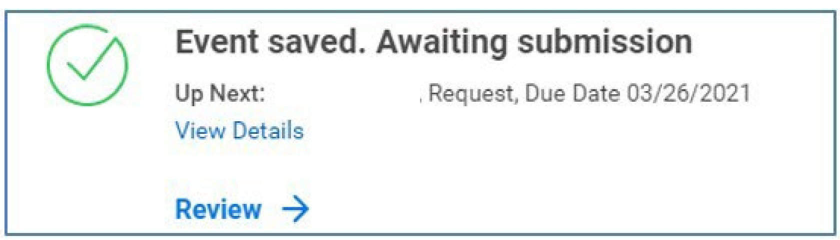
Enter the Ledger account to which this revenue category should be mapped.
NOTE: If unknown please enter N/A in this field.
(Required)

c. If there are multiple Revenue Category worktags to be created, upload a document with the proposed revenue categories and changes to hierarchies if applicable: -

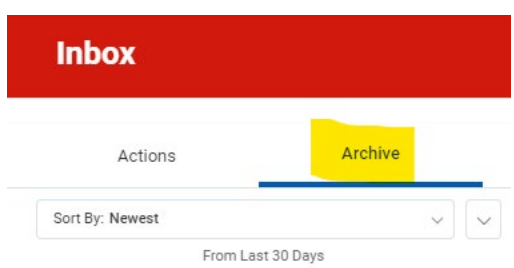


5) Click **Submit** to route the request for approval. There will be an error message if there are any unanswered questions. If so, enter ‘N/A’ into the text box and the click the Submit button again.

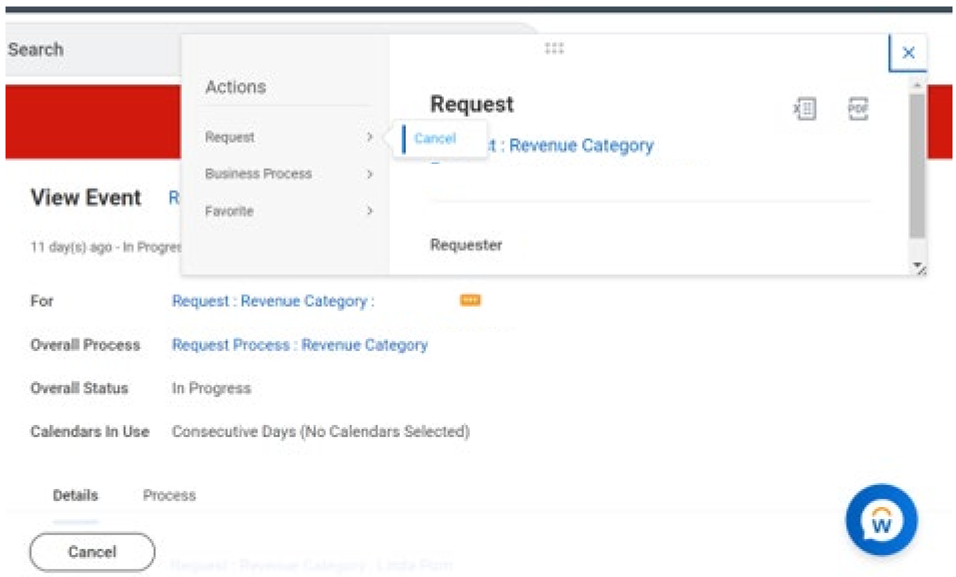
6) If **Save for Later** is selected, the request will be located in the Inbox where it may be selected and completed at a future date.



7) If there is a need to **Cancel** the Request. Find the request in your Inbox (Archive)



8) From the related actions of the Request, select Cancel.

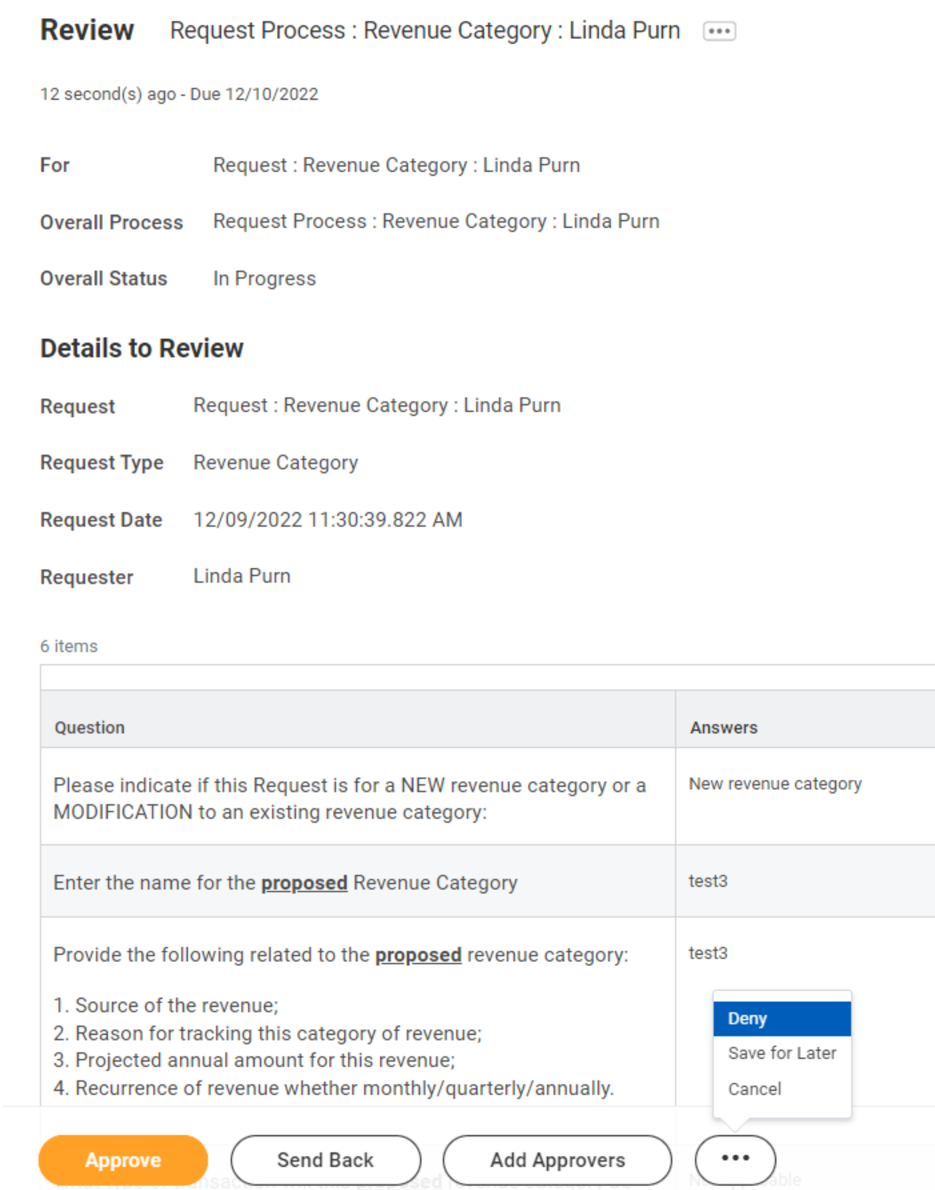


Approval Workflow

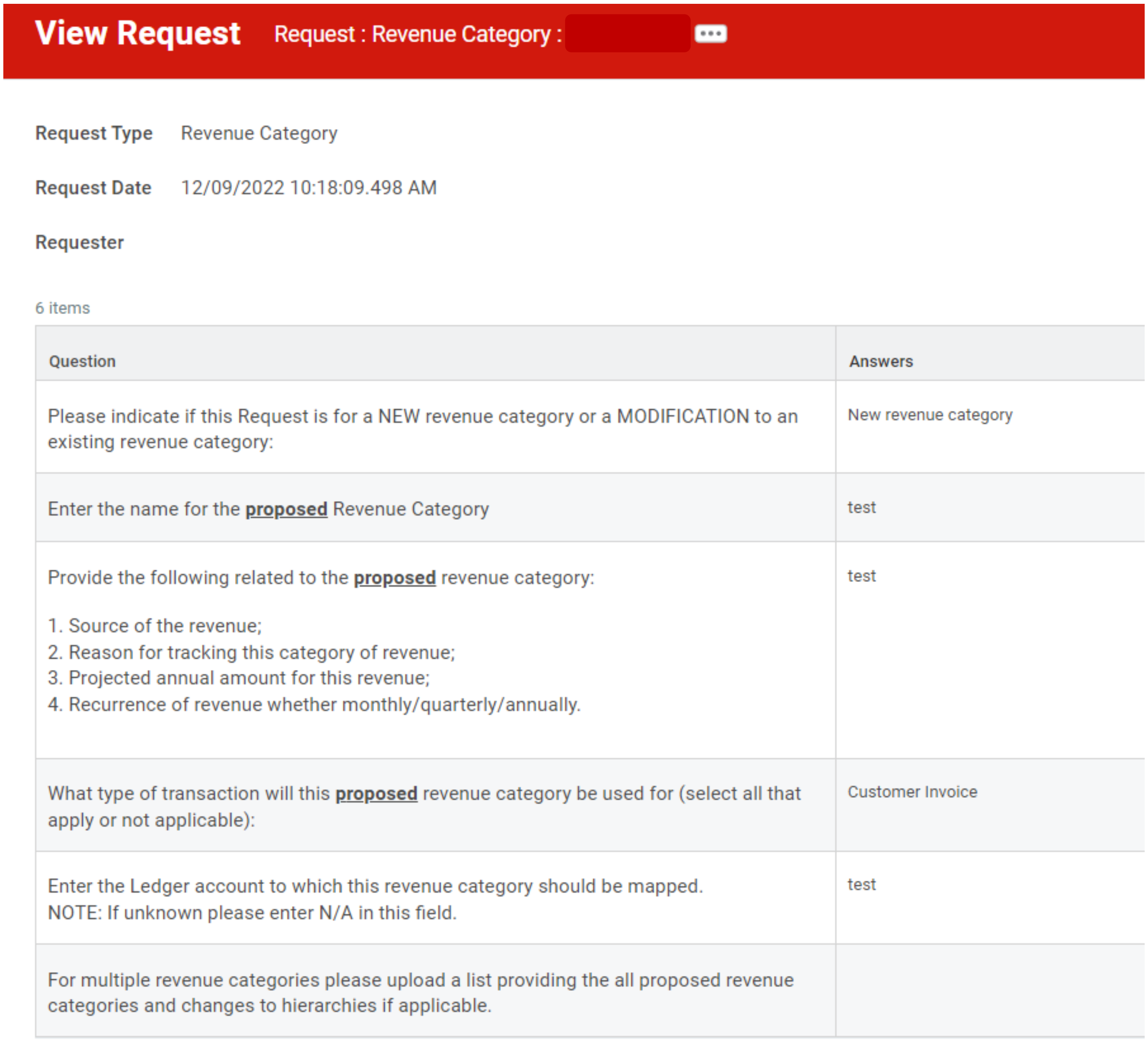
1) Workflow is as follows:

    - If initiator is Cost Center Finance Specialist the request will be approved by the Cost Center Manager and Division Manager before proceeding to Budget & Planning and General Accounting Office for approval and completion.
    - If the initiator is the Cost Center Manager the request will be approved by the Division Manager before moving forward for Budget & Planning and General Accounting Office approval and completion.

2) The Revenue Category Worktag Request will be sent to the Approver's Inbox.



3) Review the questions and answers of the questionnaire:


View Request Request : Revenue Category : [redacted]

Request Type Revenue Category

Request Date 12/09/2022 10:18:09.498 AM

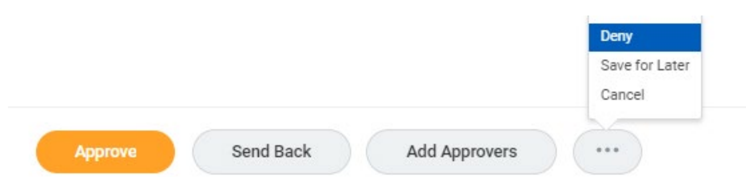
Requester

6 items

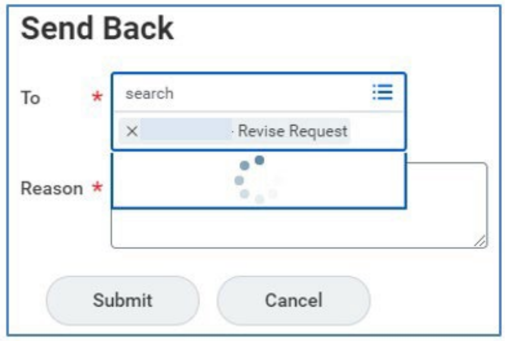
Question	Answers
Please indicate if this Request is for a NEW revenue category or a MODIFICATION to an existing revenue category:	New revenue category
Enter the name for the **proposed** Revenue Category	test
Provide the following related to the **proposed** revenue category: 1. Source of the revenue; 2. Reason for tracking this category of revenue; 3. Projected annual amount for this revenue; 4. Recurrence of revenue whether monthly/quarterly/annually.	test
What type of transaction will this **proposed** revenue category be used for (select all that apply or not applicable):	Customer Invoice
Enter the Ledger account to which this revenue category should be mapped. NOTE: If unknown please enter N/A in this field.	test
For multiple revenue categories please upload a list providing the all proposed revenue categories and changes to hierarchies if applicable.	

4) Once the questionnaire is reviewed either:

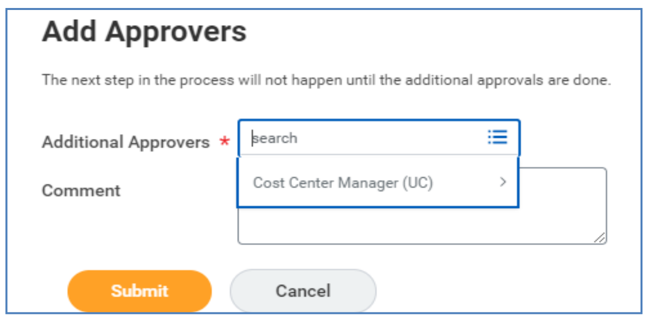
- **Approve** to advance the questionnaire to the next step of the process,



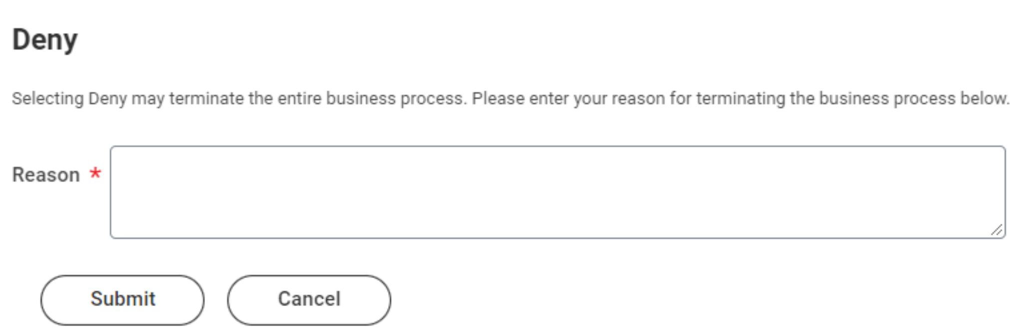
- **Send Back** to the Initiator/Approver to revise the questionnaire;



- **Add Approvers** to forward for *additional* approval – this will indicate your approval when forwarded, however, it will not progress to the next step until this additional approval is submitted.



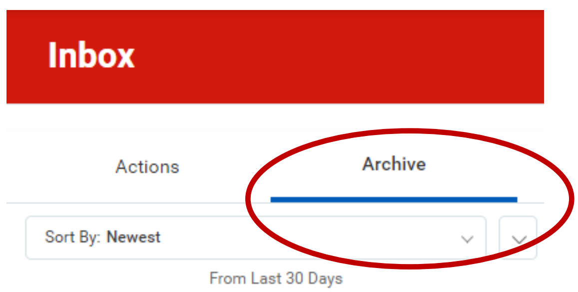
- **Deny** – providing a reason for denying. This will terminate the business process so it's not recommended to deny a request rather send back with instructions for initiator to revise or cancel request.

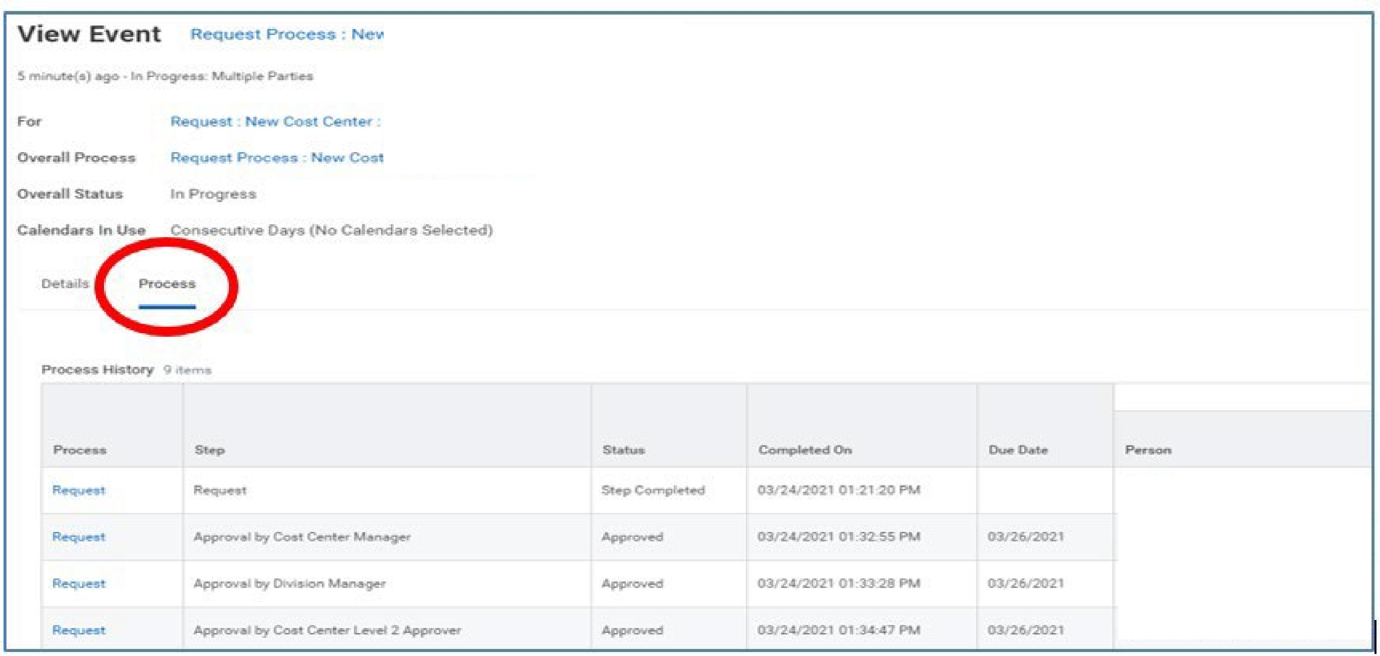


5) In order to follow up on the status of the request:

- as Initiator – Click the **Request** worklet on the Home page and view *My Recent Requests* or type *MyRecent Requests* in the Search box.

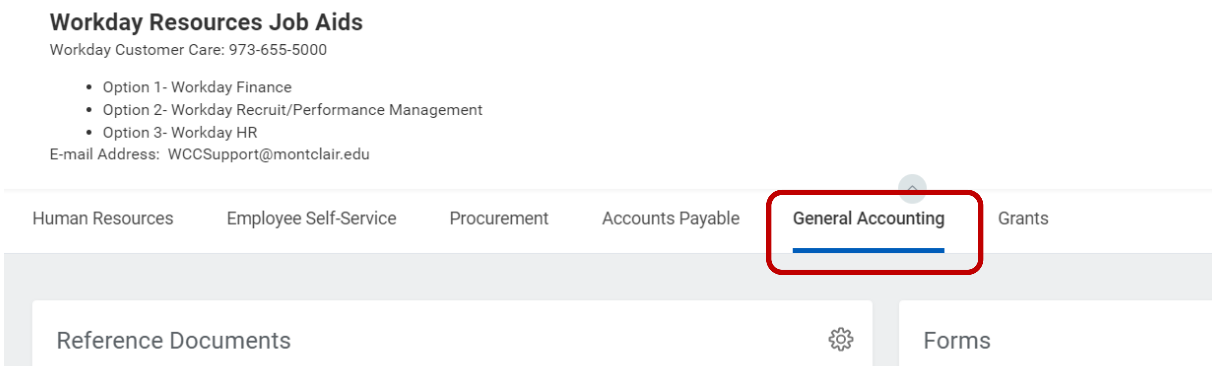
- as Approver – From within the Archive tab of the Inbox, click the **Process** tab of the **View Event option** on the Request.





To Access Workday Resources

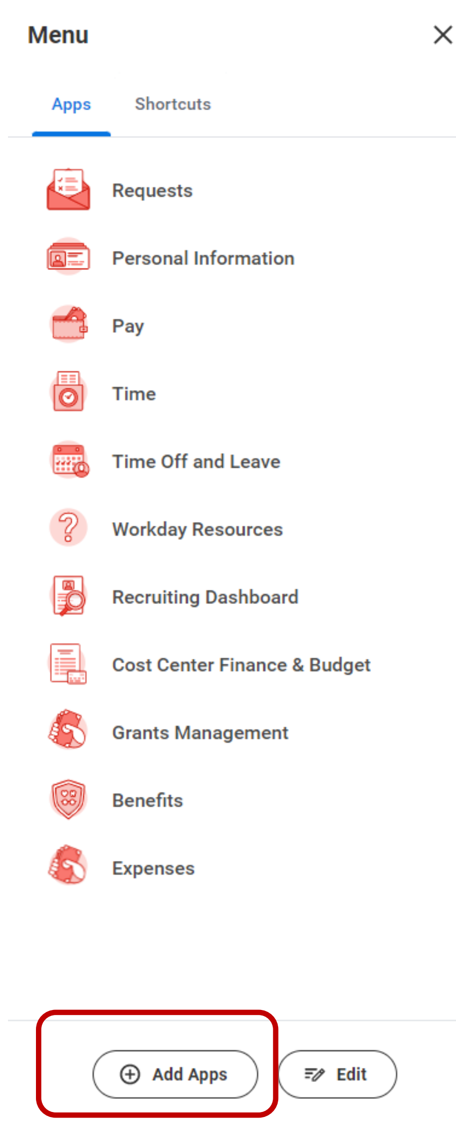
To access the revenue category listing for Cash Sale, Customer Invoice, and Manual Journal find the Workday Resources worklet on your Workday desktop.



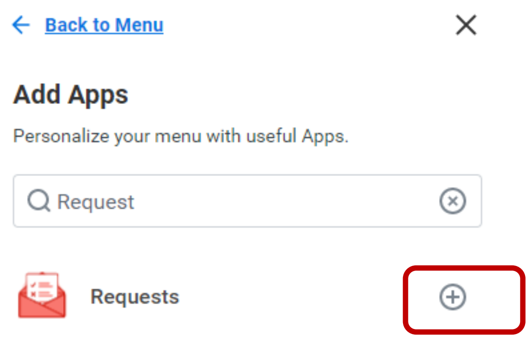
Add Requests App to the Home Page Menu

1) Open the Menu on the left side of the Workday Home page.

2) Select the **Add Apps** button at the bottom of the menu:



3) Enter the App name – *Requests* – and click on the plus button to add it to the menu:



4) Now the **Requests** app is included in the menu for selection: