Financial Worktags Required

✓Company

✓Cost Center

✓Fund

✓NACUBO Function

✓Site

✓REEport

✓One of the following "Driving" tags:
- Program
- Designated
- Grant

Tenant-wide Worktags

Tenant-wide Worktags have one common set of values used across all institutions. They are determined and maintained by the Center of Excellence.

➢Company – the institution, ours is UADA – Divison of Agriculture.

➢Fund – the type of money

FD101 Unrestricted | General Unrestricted

➢NACUBO Function – the type of activity

FN0280 Land Grant Research (REEport)

Other Worktag Definitions and Description Structure

➢ Cost Center – roughly our legacy Business Units, ex. BAEG, RIRE, etc.

CC012404 UADA | AES | CTST | Cotton Research Station

➢ Will start with Workday assigned number
➢ Followed by "UADA \| AES \|"
➢ Then the unit's short code and full description

➢ Site – distinguishes AES vs. CES for reporting purposes

CS027 UADA | AES

➢ Will start with Workday assigned number
➢ Followed by UADA \| AES

➢ REEport – exactly the same as the current REEport you know and love

2537 2537 | H | Brye
2645 2645 | Bathke | Foundation Seed
2513 2513 | HM | Burgos | NRSP4
2552 2552 | H | Savin | Metolachlor

➢ Will start with Workday assigned number
➢ Followed by our assigned number, the type of Capacity project (if applicable), and the Lead PI
➢ If it is a multistate project, the meeting number is included
➢ If the PI is lead on more than one project, a brief description of the research is included

Other Worktag Definitions and Description Structure

➤ Program – defines a specific pot of money that does not carry over from year to year

> PG000418 UADA | AES | POSC | State M&O

> PG003534 UADA | AES | POSC | State M&O | Health Lab

- ➤ Will start with Workday assigned number
- ➤ Followed by "UADA | AES |" and the cost center's short code
- ➤ Then the description of the pot of money

➤ Designated – defines a specific pot of money that carries over from year to year

> DS05654 UADA | AES | AEAB | Startup | Durand-Morat | Funding

- ➤ Will start with Workday assigned number
- ➤ Followed by "UADA | AES |" and the cost center's short code
- ➤ Then the description of the pot of money

➤ Grant – sponsored programs and related cost share

> GR004285 UADA | AES | AEAB | US | USDA | ERS | 58-4000-6-0057R | NAYGA

> MG000282 UADA | AES | AEAB | COST SHARE | US | USDA | ERS | 58-4000-6-0057-R | NAYGA

- ➤ Will start with Workday assigned number
- ➤ Followed by "UADA | AES |", the cost center's short code, and "COST SHARE" or "SUBAWARD" if applicable
- ➤ Then the sponsor, award number, and PI

Other Worktag Definitions and Description Structure

➢Project – has a beginning and end date and one or more funding sources

> PR00966 UADA | AES | AEAB | Startup | Durand-Morat

> ➢ Will start with Workday assigned number
>
> ➢ Followed by "UADA | AES |" and the cost center's short code
>
> ➢ Then the description of the project

➢Gift – donations received

> GF005132 UADA | AES | ANSC | ADC 30005695 | U | Swine Nutrition - Maxwell

> ➢ Will start with Workday assigned number
>
> ➢ Followed by "UADA | AES |" and the cost center's short code
>
> ➢ Then the ADC account number (if applicable) and account description

Projects and Gifts will always be used in conjunction with a Designated tag.

Project

PR00966 UADA | AES | AEAB | Startup | Durand-Morat

Designated

DS05654 UADA | AES | AEAB | Startup | Durand-Morat | Funding

Gift

GF005132 UADA | AES | ANSC | ADC 30005695 | U | Swine Nutrition - Maxwell

Designated

DS05624 UADA | AES | ANSC | ADC 30005695 | U | Swine Nutrition - Maxwell | Allotment

Financial Worktags Required

✓Company

✓Cost Center

✓Fund

✓NACUBO Function

✓Site

✓REEport

✓One of the following "Driving" tags:
- Program
- Designated
- Grant

Driving Worktags for Legacy CCNs

- Legacy 0103 – Program
- Legacy 0133 – Grant
- Legacy 0143 – Designated
- Legacy 0383 (ABI only) – Program
- Legacy 0383 9XXXX – Designated
- Legacy 0393 – Designated
- Legacy 0403 – Grant
- Legacy 0703 – Designated
- Legacy 0803 – Designated

- Legacy 0113, 0313, 0323, 0333, and 0343 – TBD

0103 80100 – State Cotton Branch M&O

Driving Worktag: **Program**

> PG000531 UADA | AES | CTST | State M&O

Default Worktags

✓ Cost Center

✓ Fund

✓ Site

✓ NACUBO Function

> CC012404 UADA | AES | CTST | Cotton Research Station

> FD101 Unrestricted | General Unrestricted

> CS027 UADA | AES

> FN0280 Land Grant Research (REEport)

Available REEport Worktags

> 0100 0100 | Administration

> 2537 2537 | H | Brye

> 2579 2579 | Carlin | Soybean and CGS

> 2585 2585 | H | Mozzoni

> 2623 2623 | H | Rupe

> 2645 2645 | Bathke | Foundation Seed

> 2658 2658 | H | Bourland

0143 11050-25 – State RIF CSES

Driving Worktag: Designated

DS02455 UADA | AES | CSES | RIF

Default Worktags

✓Cost Center

CC012387 UADA | AES | CSES | Crop, Soil and Environmental Sciences

✓Fund

FD103 Unrestricted | Designated

✓Site

CS027 UADA | AES

✓NACUBO Function

FN0220 Individual and Project Research

Available REEport Worktags*

0100 0100 | Administration

2501 2501 | H | Savin | Soil Ecology

2505 2505 | H | Purcell

2513 2513 | HM | Burgos | NRSP4

2552 2552 | H | Savin | Metolachlor

2585 2585 | H | Mozzoni

2605 2605 | H | Sharpley

2606 2606 | H | Burgos

0143 29040 – AEAB Startup/Alvaro Durand-Morat

Driving Worktag: Designated

DS05654 UADA | AES | AEAB | Startup | Durand-Morat | Funding

Default Worktags

✓Cost Center

✓Fund

✓Site

✓NACUBO Function

✓Project

CC012383 UADA | AES | AEAB | Agricultural Economics and Agribusiness

FD103 Unrestricted | Designated

CS027 UADA | AES

FN0280 Land Grant Research (REEport)

PR00966 UADA | AES | AEAB | Startup | Durand-Morat

Available REEport Worktags

2601 2601 | HM | Durand-Morat | S1072

0393 05695 – Swine Nutrition Unrestricted/Maxwell

Driving Worktag: **Designated**

DS05624 UADA | AES | ANSC | ADC 30005695 | U | Swine Nutrition - Maxwell | Allotment

Default Worktags

✓Cost Center

✓Fund

✓Site

✓NACUBO Function

✓Gift

CC012393 UADA | AES | ANSC | Animal Science

FD210 Restricted | Private Gifts, Scholarships and Other

CS027 UADA | AES

FN0280 Land Grant Research (REEport)

GF005132 UADA | AES | ANSC | ADC 30005695 | U | Swine Nutrition - Maxwell

Available REEport Worktags

2620 2620 | HM | Maxwell | S1081

0133 05685 – US/USDA/ERS/C/S/58-4000-6-0057-R/NAYGA

Driving Worktag: Grant

MG000282 UADA | AES | AEAB | COST SHARE | US | USDA | ERS | 58-4000-6-0057-R | NAYGA

Default Worktags

✓Cost Center

CC012383 UADA | AES | AEAB | Agricultural Economics and Agribusiness

✓Fund

FD128 Unrestricted | Cost Share

✓Site

CS027 UADA | AES

✓NACUBO Function

FN0220 Individual and Project Research

Available REEport Worktags

2449 2449 | Terminated

2643 2643 | H | Nayga

0403 05685 – US/USDA/ARS/58-4000-6-0057R/NAYGA

Driving Worktag: Grant

GR004285 UADA | AES | AEAB | US | USDA | ERS | 58-4000-6-0057R | NAYGA

Default Worktags

✓ Cost Center

CC012383 UADA | AES | AEAB | Agricultural Economics and Agribusiness

✓ Fund

FD201 Restricted | Federal Grants and Contracts

✓ Site

CS027 UADA | AES

✓ NACUBO Function

FN0280 Land Grant Research (REEport)

Available REEport Worktags

2449 2449 | Terminated

2643 2643 | H | Nayga