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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.
Create Request

1) In the Search field, enter Create Request.

[Image: Create Request dialog box]

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

[Image: Requests dashboard]

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:**

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

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

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

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

For multiple revenue categories please upload a list providing the all 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.

[Image of review process]

- Question: Please indicate if this request is for a NEW revenue category or a MODIFICATION to an existing revenue category.
  - Answers: New revenue category

- Question: Enter the name for the proposed Revenue Category.
  - Answers: test3

- Question: 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.
  - Answers: test3
3) Review the questions and answers of the questionnaire:

![View Request](image)

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;

  ![Send Back](image)

- **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.

  ![Add Approvers](image)

- **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.

  ![Deny](image)
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.

Workday Resources Job Aids
Workday Customer Care: 973-655-5000

- Option 1: Workday Finance
- Option 2: Workday Recruit/Performance Management
- Option 3: Workday HR

E-mail Address: WOCSupport@montclair.edu
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: