Understanding SmartTag Structure in Workday
Researching Cost Center and Fund
For new SmartTag requests

In Workday, we have funds and cost centers similar to how we had funds and org codes in Banner. Cost centers are centered around departments, they are essentially subsets of a department. The Workday replacement for index (SmartTag) is similar to Banner as well. A SmartTag represents a short-cut to a unique combination of a fund, cost center, business unit, and program; comparable to how a unique fund and org code in Banner combined to represent an index.

As you may already be aware, Cost Center hierarchy is the key to the new structure in Workday. It is important for you to understand the hierarchy so that you can manage your department’s funds and activities. At the top level, the hundreds of cost centers roll up into the collection of ALL FAU Cost Centers. At the bottom level are the actual cost centers. The levels in between make up the hierarchy, where access, reporting, etc. are controlled.

Level 5 Cost Center Hierarchy is the lowest-level grouping of cost centers in Workday. It is the level at which we are assigning roles for viewing budget to actual reporting and it is intended to organize Cost Centers into Departments. The next level up, Level 4, organizes cost centers by college (for the academic side of FAU). Again, this allows for reporting and role assignments to be done on a hierarchy level for a group of related cost centers.

As described above, SmartTag represents a short-cut to a unique combination of a fund, cost center, business unit (campus), and program. In some fund types, Project or Grant/Award are additional worktags that allow a SmartTag to be unique. Because of these unique elements, Workday’s structure allows us to have multiple smarttags within each cost center. This helps simplify the tracking of your funds.

For example, within one cost center Department of Educational Leadership; you could have several SmartTags:

1. Department of Educational Leadership (E&G funded)
2. CF-Department of Educational Leadership (Carryforward funds)
3. Department of Educational Leadership (Foundation funded)
4. Educational Leadership Sales (Auxiliary funded)

They share a cost center (for tracking activity - revenues/expenditures/personnel) and share a cost center manager, but have different funding sources.

As long as one of the SmartTag elements (known as worktags) is unique from the others, multiple smarttags can reside in the same Cost Center. As another example, the Department of Educational Leadership cost center could have two E&G-funded smarttags, one for Boca and one for Jupiter. Same for Program Code; Department of Educational Leadership could have two Carryforward smarttags, one for Program PG1100, and one for PG4600. Again, they share a cost center and share a cost center manager, but have a different campus or program code.
**Do I need a New Cost Center?**

As described above, each Cost Center can only have 1 SmartTag with the unique combination of Fund, BU, & Program. If your existing Cost Center already has a SmartTAG with the same Fund, BU, and Program you want to use, then YES, you need a new Cost Center. In most cases, your new SmartTAG will need a new CC.

For example: You need a new SmartTag in E&G funds and you would like it to be a part of Cost Center **CC0122** because organizationally it makes sense that the business purpose of this new TAG will be similar to or is related to that cost center. You research the existing CC either by drilling down into your budget to actual reports, or using the SmartTag Finder.

**Using the SmartTag Finder Report**

You find that **CC0122** has 3 SmartTAGs, one is set-up as Auxiliary-funded and the other two are set up as E&G funded.

**Using FAU Budget to Actual Expenses by SmartTag Report**

Existing **TAG000411** is set-up with Fund **FAU_F0000**, BU **001**, and Program **PG6100**.
Existing **TAG000581** is set-up with Fund **FAU_F0019**, BU **001**, and Program **PG6100**.
You can have another E&G TAG under this cost center but it must have a different setup (or Worktag combination) from TAG000411 & TAG000581.

Let’s say your new smarttag has the same Fund **FAU_F0000**, BU/campus but different Program **PG0043**. The Program (PG6100 vs. PG0043) qualifies as a unique worktag combination, so your new SmartTag can share the same cost center **CC0122**. No new Cost Center is needed.
However, if your new TAG needs to be set up with the same program PG6100, then you will need a new Cost Center. The new TAG would have the exact same set-up (combination of Worktags) as the existing SmartTags TAG000411 & TAG000581, and this cannot occur.

This is the model we are trying to employ in Workday to simplify our chart of accounts and not recreate the duplication that existed in Banner. The Workday structure allows us to streamline our departmental accounting structure, reporting, system permissions, etc. But it does take a little more forethought and effort during the set up stage, to organize the structure logically and efficiently.

How to find the location for the New Cost Center:

Cost Centers are set up under the lowest hierarchy, which is level 5. You will need to examine related cost centers to determine the appropriate location for your new Cost Center (and the SmartTag that will be tied to it).

Run the **FAU_Cost Centers Report**, enter your appropriate hierarchy level (e.g. College of Education *4) in the Cost Center Hierarchies prompt line.

Level *5 is the level that is needed in order to setup the new Cost Center.

Within your college or VP area, determine the best Level 5 hierarchy level where your new Cost Center should reside.

Note that both the FAU_Cost Centers Report and the FAU_SmartTag Finder provide all CC levels for your research, and also provide the name of the CC Manager for each. This is another good clue to help you set up your cost centers and smarttags appropriately.

The CC Level *5 is essential information for your new smarttag request in the OIT ticket system. Following the above steps will help you determine the best structure and hierarchy for your new smarttag. Remember, access, approvals,
and reporting depend on you providing the appropriate *5 hierarchy for the cost center. Reclassifying and moving actual activity after-the-fact is time consuming and tedious, we encourage you to exercise due care in the set-up steps.

**How to find the location for your SmartTag’s Fund:**

In addition to the appropriate Cost Center for your new SmartTag, you will need to select the appropriate fund. This is simple for funds such as GTAIDS (FAU_F0000) and Carryforward (FAU_F0019). However, this has been a little more challenging for some of the other fund types, especially Auxiliaries.

If you know you have existing smarttags that are set up within the same fund that you want to use for your new smarttag, you might find the simplest approach to be looking at your existing smarttags. Run the **FAU SmartTag Finder report**. Enter your College (College of Education *4) or your department (Honors-Social Sciences *5) in the Cost Center Hierarchies prompt line as appropriate. This will show you ALL of the SmartTags under all Cost Centers under that hierarchy level. You can then scan, or filter, by fund or by cost center, to review your current smarttags and choose one to copy that should use the same fund as your new smarttag.

![FAU SmartTag Finder report](image)

Determine the Fund (code FAU_FXXXX) you want to use for your new SmartTag by using this report.

![FAU SmartTag Finder report](image)

If the short-cut method above is not appropriate because you aren’t certain how to pattern the fund for your new smarttag based on one of your existing smarttags, then you will need to search for the appropriate fund to use. Run the **“View Fund Hierarchy Report”**. Enter “All FAU Funds”. This report displays all the possible Fund types at the top level, under “subordinates”. You then need to drill down into the fund type, continuing to drill down to find the appropriate Fund Code for your new SmartTag.
As an example, if you drill into Auxiliary Enterprises *1, then Academic Auxiliaries *2, and all the way down into the For-credit Academic Activities *3 fund hierarchy level, you will see 3 different fund choices.
If you prefer a more visual approach to the fund hierarchy structure, try the Navigate Fund Hierarchy option.

**FAU COST CENTERS Report**: If you enter their top level (ex: College of Science or HBOI), you will see all the cost centers and their associated hierarchies.

**FAU SMART TAG FINDER Report**: This report will show you all SmartTags within a Cost Center hierarchy, or you can see all SmartTags using a particular cost center.

**Complete OIT Ticket Request with care**:  
As you were reminded above, it is important that your new smarttag be set up properly from inception. Please take time to research each of the worktag elements (Cost Center, Fund, Program, and Business Unit) so that you provide accurate settings for your new smarttags and cost centers.

Also note that it is important to provide the appropriate authority/individual’s name for your Cost Centers so that CCManager can be configured properly for approvals, etc.