Using Workday Detail Codes for Hosting

Topic/Function: Workday uses Detail Codes for Reporting and Special Routing

Audience:
- Finance Administrative Assistants

Description:
Many financial transactions in Workday use Details Codes to provide additional reporting, special handling, and special approval routing. We created Detail Codes for Hosting, Sub-Award Expenses, Participant Support, Capital Equipment for Grants, and to indicate travel expenditure on PCard transactions. When you add a detail code to your transaction, the system knows where to route the transaction for approval and notifications or if any special handling is needed.

Spend Categories vs. Detail Codes

There is some confusion between Spend Categories and Detail Codes. Spend Categories tell you the “What” of what you are purchasing. Detail Codes can tell you the “Why”.

For example, if you purchased food using your PCard for a hosted Fundraising event you would use:

- Spend Category: SC0183 – Food
- Detail Code: Hosting-Fundraising - DC007

DO NOT use the Table Purchases/Hosting Spend Category. You should only use this Spend Category for actual table purchases. Approval routes to President Johnson when you choose the Table Purchases Spend Category.

Where to Add a Detail Code

For most transactions, you add the Detail Code to the Additional Worktag block. This is the same place you typically add your Driver Worktag – the Program, Grant, Gift, or Project. When adding a Detail Code, first add your Driver Worktag, then click on the field again and add the Detail Code as well.

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 775-784-6086.
Hosting in Workday

Workday uses Detail Codes to designate hosting charges. There are a number of different Hosting Detail Codes to distinguish the type of hosting. Find the full list of Hosting Detail Codes on WDTools.

You must still attach the Hosting form to your transaction.

When to Use Detail Codes for Hosting

The following types of transactions require Hosting Detail Codes for hosting related purchases and reimbursements.

- Create Requisition
- Create Expense Report
- Create Supplier Invoice
- Verify Pcard Transactions

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