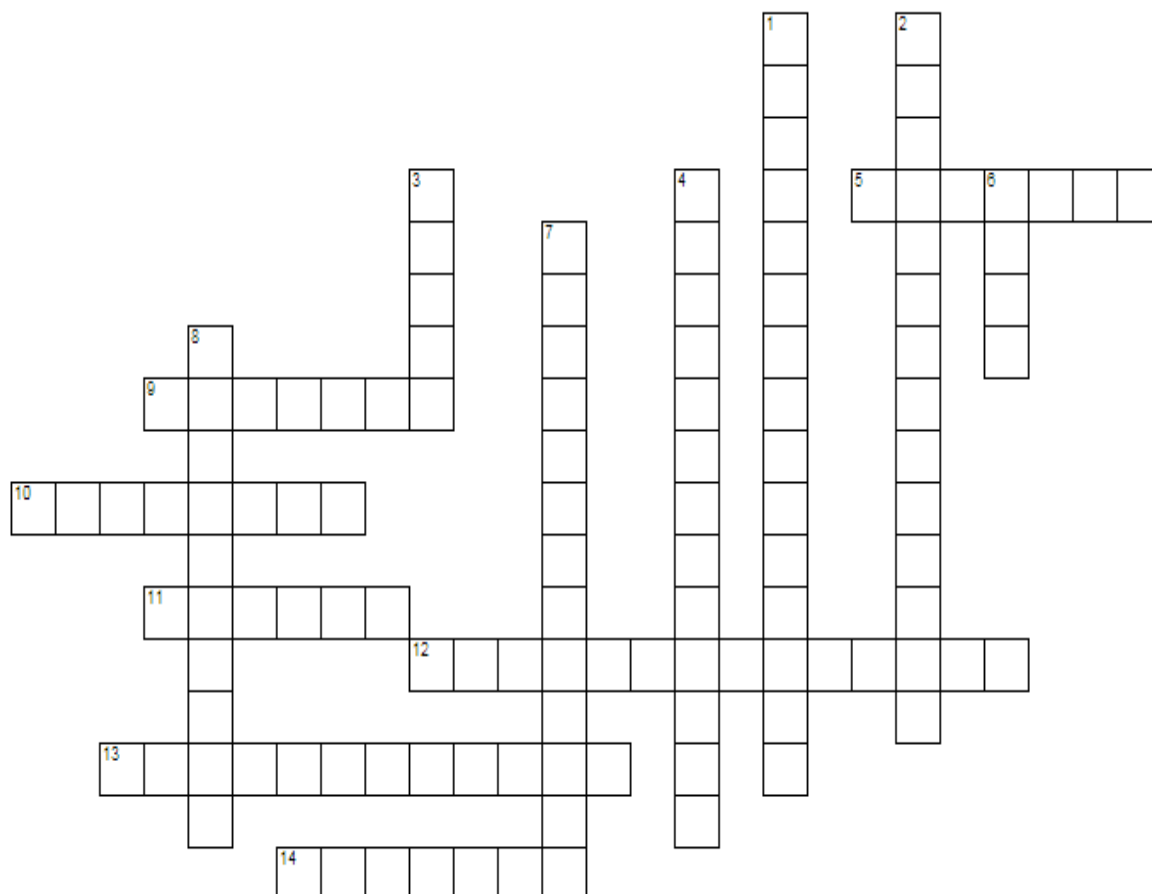


Workday Terminology Crossword

July 2019



ACROSS

- 5 Accumulates revenues and related expenses for a specific purpose;
- 9 Found on your Workday Homepage that makes it easier to access tasks/information you may use on a routine basis
- 10 Key words assigned to financial transactions that allow for finding information more easily; ex. Cost Centre, Program, Gift, Spend Category, etc.
- 11 UBC's "instance" or Workday; all customers of Workday have their own instance.
- 12 Groups employees reporting to the same manager in an organization
- 13 Found on your Workday Homepage; List of tasks that require you to take action on (i.e. Approve); Does not replace your Outlook Inbox
- 14 Is a cloud based software (ERP) that will replace HRMS, FMS and SIS

DOWN

- 1 Example is Sales, Tuition, Registration Fees; will map to an expense account
- 2 Contains the details of a job posting or opening
- 3 Used to track sponsored programs (such as research)
- 4 Found on your Workday homepage; A list of items for your information only; no action required
- 6 Used to track endowments and special purpose sources of revenues. A donation from an external source will be set up as this in Workday
- 7 Provides more granular view of a expense; Example is Office Supplies or Accommodations; will be mapped to a revenue account
- 8 Identifies where payroll, operating expenses and revenues are tracked. Is one or many Worktags that exist in Workday and is required for every transaction

ACROSS

- 5 **Program** = Accumulates designated revenues and related expenses for a specific purpose;
- 9 **Worklet** = Found on your Workday Homepage that makes it easier to access tasks/information you may use on a routine basis
- 10 **Worktags** = Key words assigned to financial transactions that allow for finding information more easily; ex. Cost Centre, Program, Gift, Spend Category, etc.
- 11 **Tenant** = UBC's "instance" or Workday; all customers of Workday have their own tenant
- 12 **Supervisory Org** = Groups employees reporting to the same manager in an organization
- 13 **Workday Inbox** = List of tasks that require you to take action on (i.e. Approve); Does not replace your Outlook Inbox
- 14 **Workday** = Is a cloud based software (ERP) that will replace HRMS, FMS and SIS

DOWN

- 1 **Revenue Category** = Example is Sales, Tuition, Registration Fees; will map to an expense account
- 2 **Job Requisition** = Contains the details of a job posting or opening
- 3 **Grant** = Used to track sponsored programs (such as research)
- 4 **Notifications** = A list of items for your information only; no action required
- 6 **Gift** = Used to track endowments and special purpose sources of revenues. A donation from an external source will be set up as this in Workday
- 7 **Spend Category** = Provides more granular view of a revenue;; Example is Office Supplies or Accommodations; will be mapped to a revenue account
- 8 **Cost Centre** = Identifies where payroll, operating expenses and revenues are tracked. Is one or many Worktags that exist in Workday and is required for every transaction