

# COE Transaction Coding Tips

February 13, 2025

1. Some worktags (Programs in particular) may include more than one available Resource. If in doubt about the Resource to use with a particular worktag, please run report R1300.5 Actuals with Encumbrance Balance for Unit Reporting and sort by Resource to see the available Resource(s).
2. All transactions charged to a Gift MUST use a gift Resource (RS100195, RS100202, RS100203, etc.) If other worktags are added to the transaction, they may override the default Resource on the Gift (this happens most often when a Program worktag that is mapped to a non-gift Resource is added). Please double-check worktag coding.
3. Transactions may not include both a Grant and a Gift worktag. These are both “driver” worktags so one or the other must be used.
4. We are in the process of phasing out worktags with the name “Cost Center Allocation...” Please DO NOT use these worktags for expense transactions. Instead, please use the Cost Center + Resource + Function combination.
5. All faculty with endowed chair/professorship appointments have a dedicated Stand-Alone Grant worktag:
  - GR005513 Engineering | Aeronautics and Astronautics | Boeing Endowment for Excellence - Engineering - Egtvedt Chair - Morgansen, Kristi SUB
  - This is the “driver” worktag for their expenses. Please do not charge their Chair/Professorship expenses to the parent Gift without their Stand-Alone Grant.
6. Fixed-price Grant surplus funds are now called Residual Balance and have a unique Resource:
  - RS100184 Award Residual Balance Resource.

GCA created a dedicated Stand-Alone Grant “driver” worktag for each department:

- GR001266 Engineering | Computer Science and Engineering | Grant Residual Balance

All new residual balances should be transferred to this department Stand-Alone Grant worktag and expenses charged to it (expenses for faculty may be tracked using their Assignee worktag).

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7. GPSS travel awards use the Services and Activities Fee Resource RS100298. When providing department worktags to receive these awards, DO NOT provide a Gift worktag as RS100298 is not a gift Resource (the instructions on the GPSS webpage suggesting the use of Gift worktags are incorrect and I have reached out to them to delete the reference to Gift worktags).
8. Course fees are managed with a Program “driver” worktag for each department:
  - PG100422 Engineering | Chemical Engineering | Course Fees

These worktags are mapped to the department Academics cost center and the Course Fees Resource RS100201. Please use these worktags for all course fees expenses.
9. No expenses should be charged to Strategic Funds cost centers. These are for funding transfers only.
10. We need to start paying attention to Function on expense transactions and payroll costing allocations. We will be receiving more information from Central soon and will begin a college-wide remapping of worktags to the correct Function.