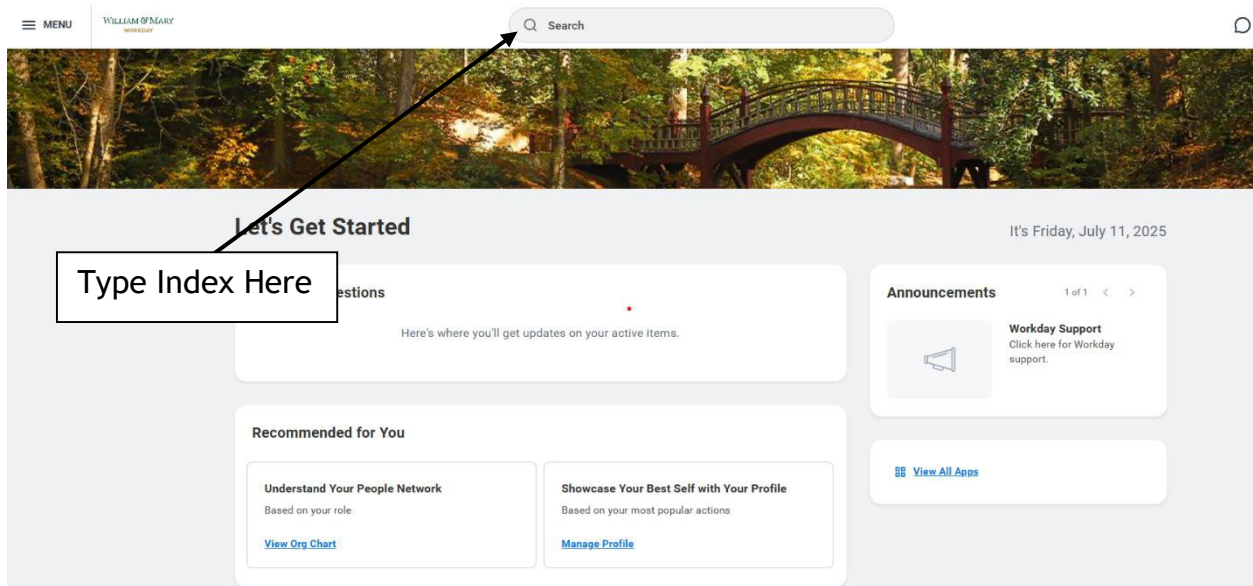
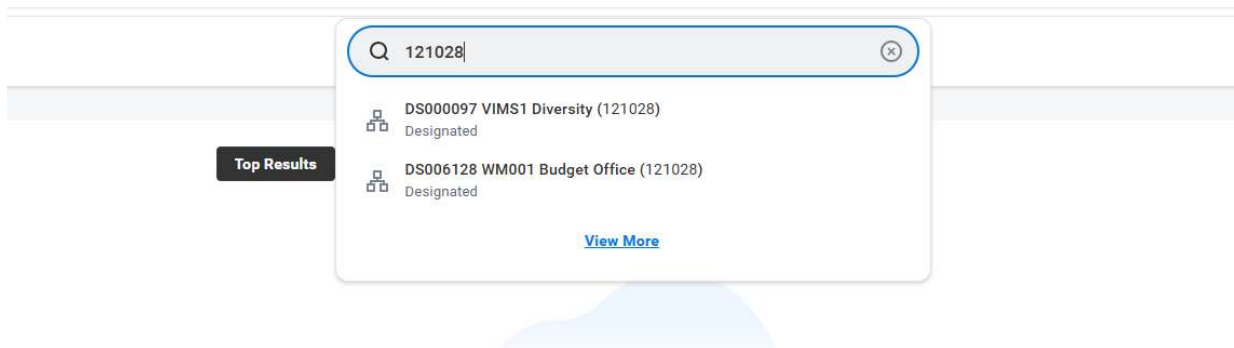


How to Use Banner Indexes to Find Workday Designated Worktags


1. Log into Workday
2. Using the search bar on the home page, type in the Banner index that you are looking for




3. The result will be a Workday Designated that correlates with the Banner index (see below image).
 - a. Note that the below examples shows a VIMS and WM Designated, you will only be able to see your institution's option.



- Click on the appropriate Designated and it will take you to the details screen where you can find the Fund, Program, and Cost Center associated with your Banner index (See below image)

DS006128 WM001 Budget Office (121028) 

Type Designated 

Details Members Roles Security Groups

Availability Date 01/01/2025


Type Designated

Subtype Designated

Code DS006128

Visibility Everyone

Related Worktags

Worktag Types 3 items 

Worktag Type	Allowed Worktags	Default Required	Default Worktag	Required on Transaction
Fund	FD03001 Higher Education Departmental Operating	Yes	FD03001 Higher Education Departmental Operating	Yes
Program	10620 Fiscal Operations	Yes	10620 Fiscal Operations	Yes
Cost Center	CC00456 WM001 WMUO Budget & Financial Planning	Yes	CC00456 WM001 WMUO Budget & Financial Planning	Yes