

Revenue Categories

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

ENTER CODES

Vendor departments are responsible for including revenue category with the worktag on revenue transactions in Workday, e.g., Internal Service Delivery and revenue documents, e.g., WSU Invoice, IRI, Cash Deposit Report.

After revenue is processed by the Controller's Office, it is displayed in Workday by revenue category. See *BPPM 30.07* and the applicable Workday reference guides (Internal Service Delivery, Customer Payment and Create Customer Deposit).

DEFINITION

Revenue category codes are numeric designations which identify types of revenue, e.g., RC0039 (Late Fees).

**REVENUE CATEGORY
 CODE NUMBER
 ASSIGNMENT**

New Revenue Categories

The state of Washington and the Controller's Office assign revenue category worktags for University use. A University vendor department requiring a new revenue category worktag to define a revenue type submits a request memorandum to the General Accounting Section of the Controller's Office. The memorandum includes the following:

- A clear, concise definition of the type of revenue.
- A brief explanation of why an existing revenue category worktag does not adequately describe the revenue type.

If the request is approved, Controller's Office personnel assign a new worktag and add it to the master worktag list. The requesting vendor department is immediately notified of the new revenue category worktag.

**Deleting Revenue
 Categories**

Notify the Controller's Office when a given revenue category worktag is no longer required. Route a written request to the General Accounting Section that the worktag be deleted.

COMPLETE LISTING

Refer to Workday for a complete list of valid revenue categories. To view the complete list, refer to the applicable Workday reference guides (Internal Service Delivery, Customer Payment and Create Customer Deposit).