If you perform financial tasks in Workday, it's important to be familiar with worktags and how to apply them in order to properly code financial transactions. Here's a breakdown of the types of worktags you'll use, along with examples of each:

**ADDITIONAL WORKTAG**
Are supplemental to a transaction. You can enter multiple if needed. If you can't find your worktag as a primary field, check Additional worktags. Additional worktags include: Fee Assessment and Assignee.

**PRIMARY WORKTAG**
Have their own field for entry on the transaction. May differ depending on the transaction and can include: Spend Category on Supplier Invoice and Revenue Category on Record Cash Sale.

**DRIVER WORKTAG**
A type of worktag identifying the primary source that drives a transaction. Driver worktags include: Project, Program, Gift, and Grant.

**RELATED WORKTAG**
A type of worktag that can auto-populate or be manually added. Usually mandatory, related worktags include: Cost Center, Fund, Function, and Region.

Use the OBIEE reporting tool to crosswalk legacy and Workday reporting values.