


MFS Project Funding Set Up Overview

This Quick Reference Guide (QRG) is designed to walk a **Multi-Funding Source Manager (Projects)** through project funding setup in Workday.

 NOTE	<p>The Multi-Funding Source Manager (Projects) role is given on a <u>very limited basis</u>. If you do not have the role and think you should have the role, please talk with someone in your dean’s office or your unit’s finance office before requesting the role.</p>
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All Projects should have Multi-Funding Source (MFS) set-up which includes Funding Sources and Funding Source Rules. MFS is a process that runs, overnight, to reclassify the worktags on a transaction to the worktags assigned during the MFS set-up process. There are multiple tasks to set-up MFS for Projects. If all tasks are not set up correctly, MFS will not run when that project worktag is used and all worktags will stay as they are on the original transaction or MFS will run and hit the default funding source.

Project & MFS Set-up Process:

Step	Action	Who Processes
1.	Create Project	Central Finance (Department send template)
2.	Create Default Funding Source	Central Finance (Part of Create Project Process)
3.	Create Funding Source	MFS Managers
4.	Create Funding Source Condition Rule (Optional)	MFS Managers or Central Finance
5.	Create Funding Source Rule	MFS Managers

By the end of the guide, you will be able to successfully create, edit, view, and manage project funding sources and funding source rules in Workday.

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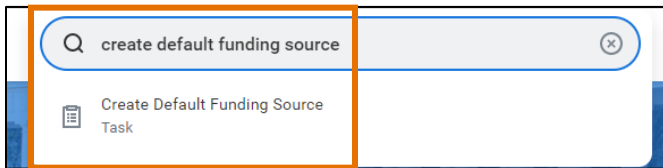
Create Default Funding Source



MFS Managers should not need to create **Default Funding Sources** often, if ever. Most schools/units already have a Default Funding Source set up that can be used. The creation of the Default Funding Source has been part of the Project creation process, so you only do use this process if you have a need to create a new Default Funding Source that is going to be associated to an already existing Project.

On the Workday **Home** screen:

1. Type **Create Default Funding Source** in the search field and select the task.



On the **Create Default Funding Source** screen:

2. Create a **Funding Source Name** based on funding source. The naming convention should be as follows:
 - The prefix should be your unit’s two-letter MBU code, followed by a dash (“-“), followed by a name meaningful to your area (i.e., department name, cost center, etc.) followed by the word “Default”. It should be intuitive so that it is easy to search and link when you are developing the Funding Source Rules. Ex: **FI- CC1234 Default**
3. Type a short description of the funding source in the **Description** field.
4. In the Worktags table, click the **Add Row (+)** icon to add a Worktag line. You will need to add a row for each worktag type (as you can only select one per field).



5. Provide the required **Worktag Type** & **Worktag** fields. These are the worktags that will be reclassified when MFS runs.
 - **Cost Center** – Select “Cost Center” and enter the Cost Center worktag ex. (CC0036).
 - **Gift/Grant/Designated** – Select the worktag type and enter the applicable Gift, Grant or Designated worktag.



For MFS to operate properly, you will need to add two additional lines to represent the driver Worktag Types not being for this Funding Source.

Select the worktag type but leave the worktag column blank (i.e., if you select a Designated worktag, add a line for “Gift” and a line for “Grant” without a worktag value selected).

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- **Related worktags** – In MFS, related worktags do not automatically populate. Select the worktag type and enter worktag values for:
 - Fund
 - Business Unit
 - Function
- **Optional worktags** – Enter worktag values for any of the optional worktags:
 - Program
 - Activity
 - Assignee
 - Location



Make sure the worktag combinations you are using through the MFS set-up process are allowed. For example, if a Cost Center (CC) specifies a Business Unit (BU), the BU on the Funding source must match the CC on the funding source. If worktag combinations are not allowed the reclassification that happens during MFS, will not process and the charges will stay on the worktags on the transaction.

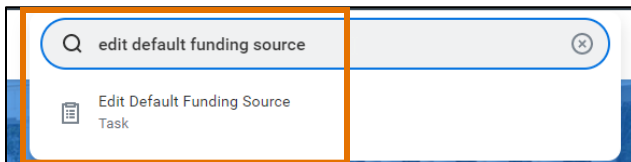
6. Click **OK**.

You have successfully completed this task.

Edit or View Default Funding Source

On the **Workday Home** screen:

1. Type **Edit Default Funding Source** in the search field and select the task.



If you want to just view the default funding source, search View Default Funding Source.

On the **Edit Funding Source** prompt:

2. Select the appropriate funding source you would like to edit.
3. Click **OK**.

On the **Edit Funding Source** screen:

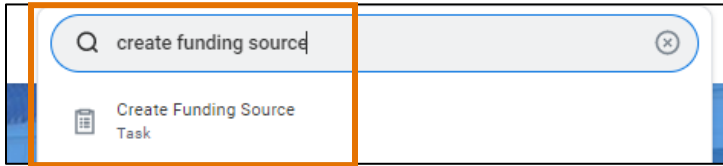
4. Make required changes or view the funding source.
5. Click **OK**.

You have successfully completed this task.

Create Funding Source


On the Workday **Home** screen:

1. Type **Create Funding Source** in the search field and select the task.




On the **Create Funding Source** screen:

2. Select the **Owning Company**, which is the company that the project is assigned to/dispersing the funds.


 <p>NOTE</p>	<p>Other Allowed Companies is optional. You can enter another company or company hierarchy. This will make them eligible to use the funds, but it will NOT reclassify the company when MFS runs. So, the company on the transaction will remain as it was entered after the MFS process runs.</p>
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3. Create a **Funding Source Name** based on funding source. The naming convention should be as follows:
 - a. The prefix should be your unit's two-letter MBU code, followed by a dash ("-"), followed by the Gift/Designated/Grant worktag value, followed by a brief Descriptor Name. It should be intuitive so that it is easy to search and link when you are developing the Funding Source Rules. Ex: **FI-GF002542-Kenan Endowment CC1234**
4. Type a short description of the funding source in the **Description** field.
5. Enter the **Begin Date**.

 <p>NOTE</p>	<p>The Funding Source will not be available before the Begin Date selected. If the Funding Source is associated to a Funding Source Rule, but the Begin Date is a future date, MFS will go to the next Funding Source or will hit the Default Funding Source.</p> <p>The End Date is optional. Once the Funding Source end date has past, MFS will go to the next Funding Source or will hit the Default Funding Source.</p> <p>If the On Hold checkbox is selected, the Funding Source will not be available to use even if it associated to a Funding Source Rule.</p>
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6. Type the total funding amount for the fund source in the **Funding Amount** field.


 <p>NOTE</p>	<p>The Funding Amount is the maximum amount of money that can be charged to this fund source. Once this amount has been depleted, it will move to the next Funding Source or the Default Funding Source if there are no other Funding Sources available.</p> <p>MFS only reclassifies transactions with an expense ledger account associated. It will not reclassify revenue or transfer transactions, so these types of transactions will NOT increase your Funding Amount.</p> <p>This is NOT a way to manage your project or a budgeting tool.</p>
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7. In the Worktags table, click the **Add Row (+)** icon to add a Worktag line. You will need to add a row for each worktag type (as you can only select one per field).




8. Provide the required **Worktag Type** & **Worktag** fields. These are the worktags that will be reclassified when MFS runs.

- **Cost Center** – Select “Cost Center” and enter the Cost Center worktag ex. (CC0036).
- **Gift/Grant/Designated** – Select the worktag type and enter the applicable Gift, Grant or Designated worktag.

 <p>NOTE</p>	<p>For MFS to operate properly, you will need to add two additional lines to represent the driver Worktag Types not being used for this Funding Source.</p> <p>Select the worktag type but leave the worktag column blank (i.e., if you select a Designated worktag, add a line for “Gift” and a line for “Grant” without a worktag value selected).</p>
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- **Related worktags** – In MFS, related worktags do not automatically populate. Select the worktag type and enter worktag values for:
 - **Fund**
 - **Business Unit**
 - **Function**
- **Optional worktags** – Enter worktag values for any of the optional worktags:
 - **Program**
 - **Activity**
 - **Assignee**
 - **Location**

 <p>NOTE</p>	<p>Make sure the worktag combinations you are using through the MFS set-up process are allowed. For example, if a Cost Center (CC) specifies a Business Unit (BU), the BU on the Funding source must match the CC on the funding source. If worktag combinations are not allowed the reclassification that happens during MFS, will not process and the charges will stay on the worktags on the transaction.</p>
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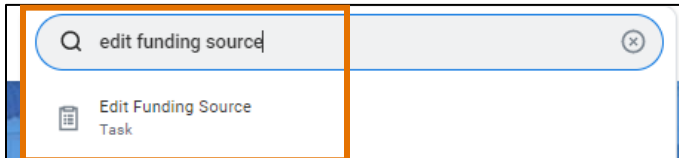
9. Click **OK**.

You have successfully completed this task.

Edit or View Funding Source

On the **Workday Home** screen:

1. Type **Edit Funding Source** in the search field and select the task.



If you want to just view the funding source, search View Funding Source.

On the **Edit Funding Source** prompt:

2. Select the appropriate funding source you would like to edit.
3. Click **OK**.

On the **Edit Funding Source** screen:

4. Make required changes or view the funding source.
5. Click **OK**.

You have successfully completed this task.

Create Funding Source Condition Rule

Funding Source Condition rules allow you to set up conditional statements to define when a specific Funding Source will be used. You can write a rule that specifies worktags/fields in Workday, such as Spend Categories, Supplier, Assignee, Location, etc., that limits whether a Funding Source will be able to be applied. It is only necessary to create Funding Source Condition Rules if you have multiple Funding Sources, and you need to need to define which Funding Source to use other than by Funding Amount (or the Amount of Funds available on each Fund Source).

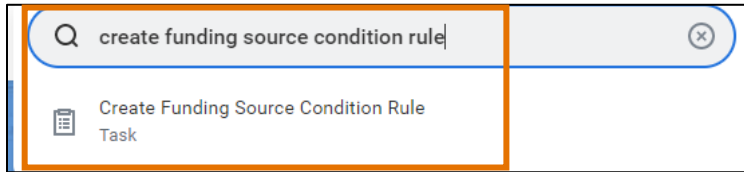


Writing conditional rules can be tricky. If you are not completely comfortable writing conditional rules, email AskFinance with a statement of what you are trying to do, and someone from the Project support team will write the Funding Source Condition Rule for you. You could also create a Funding Source Condition Rule and email AskFinance to have someone from the Project support team review it before adding it to your Funding Source.


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On the **Workday Home** screen:

1. Type **Create Funding Source Condition Rule** in the search field and select the task.



2. Enter a **Description**. The naming convention should be as follows:
 - The prefix should be your unit's two-letter MBU code, followed by a dash ("-"), followed by a brief Descriptor Name. It should be intuitive so that it is easy to search and link when you are creating the Funding Source Rule. Ex: **FI-Supplier is Fisher Scientific**

 <p>NOTE</p>	<p>Category is not being used currently.</p> <p>Copy Condition from Rule can be used to copy the logic from another Conditional rule. You would select the Condition Rule to copy in this field, and then make the changes. Make sure to delete the empty line if you don't need it.</p>
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In the **Rule Conditions** table

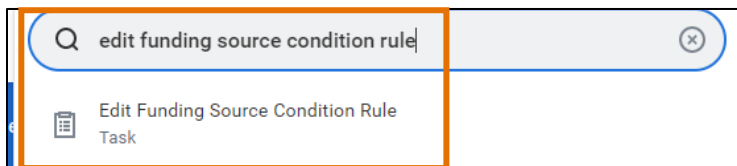
3. Enter the following **Rule Condition** fields:
 - **And/Or** – Select the appropriate conditional operator. If you only have one line, use **And**.
 - **(** – Leave this field blank.
 - **Source External Field or Condition Rule** – Select the name of the field.
 - **Relational Operator** – Select the appropriate operator.
 - **Comparison Type** – “Value specified in this filter” is auto-populated.
 - **Comparison Value** – Select a Value from the list which will populate based on the Source External Field or Conditional Rule you selected.
 - **)** – Leave this field blank.
4. Click the **Add Row icon (+)** if you need to add another condition.
5. Click **OK**.

You have successfully completed this task.

Edit or View Funding Source Condition Rule

On the **Workday Home** screen:

1. Type **Edit Funding Source Condition Rule** in the search field and select the task.



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If you want to just view the funding source rule, search **View Funding Source Condition Rule**.

On the **Edit Funding Source Condition Rule** prompt:

2. Select the appropriate funding source condition rule you would like to edit.
3. Click **OK**.

On the **Edit Funding Source Rule** screen:

4. Make required changes to the funding source rule.
5. Click **OK**.

You have successfully completed this task.

Create Funding Source Rule

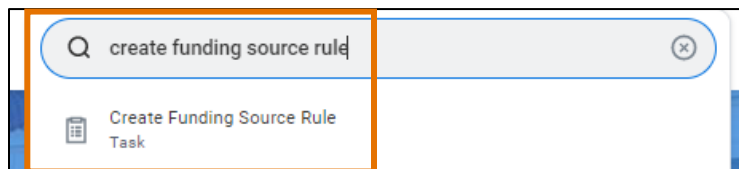


You will need to create a **Funding Source Rule** for each **Project**.

Make sure that your **Funding Source(s)**, **Default Funding Source** and **Funding Source Condition Rule(s)** (if needed) have been created before beginning this process.

On the **Workday Home** screen:

1. Type **Create Funding Source Rule** in the search field and select the task.



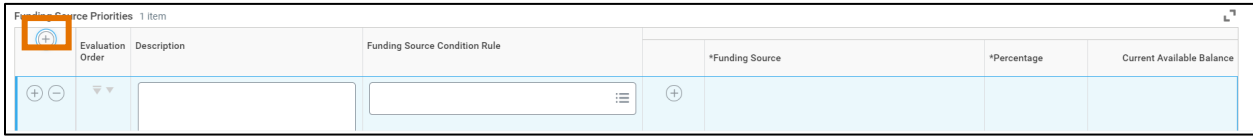
2. Select the **Project**
3. Select the **Company** or **Company Hierarchy**. The Company must be the same as the Company on the Project.
4. Select the **Accounting Date** in the **Evaluation Date Option** field.
5. Select the **Default Funding Source**. This should be the “backstop” funding source to be used when all other funds have been depleted or when the rules haven’t been met.



If the **Inactive** checkbox is selected, this **Funding Source Rule** will not work and MFS will not run for the Project.

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6. Click the **Add Row icon (+)** in the Funding Source Priorities tables.

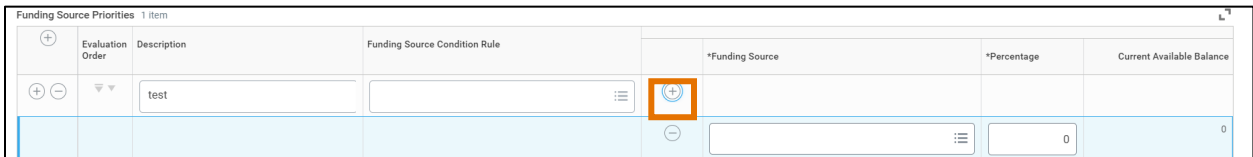


7. Enter the following **Funding Source Priorities** fields:

- **Description** – This is optional.
- **Evaluation Order** – The order in which the Funding sources will be spent. Funding sources can be moved around in the Priority list using the arrows.

It is crucial, if you have multiple Funding Source Prioritization lines, that they are in the correct order. Workday reads these lines in order from top to bottom for each transaction that posts. If the transaction fits the first line, it will post to the first line's Funding Source and will NOT read any lower lines. Make sure that the most restrictive rule is the first line. This will allow Workday to read the rule and move to the next one if that rule doesn't fit.

- **Funding Source Condition Rule** – Select the name of the funding source condition rule, if applicable, to be applied to the funding rule. This can be left blank and often will be.
- Click the **Add Row icon (+)** in the funding source priority line to complete the funding source & percentage fields. If you are adding multiple funding sources, click this icon for each one. You only need to add multiple lines if you are splitting each transaction by a percentage (i.e., 50% to Fund Source 1 and 50% to Fund Source 2).



- **Funding Source** – Select from the list of created funding sources for your school/unit.
- **Percentage** – Type the percentage. The total of all Funding Sources must equal 100% within a single prioritization line.

8. Repeat Steps 6-7 as needed to add additional Funding Source Prioritization lines.

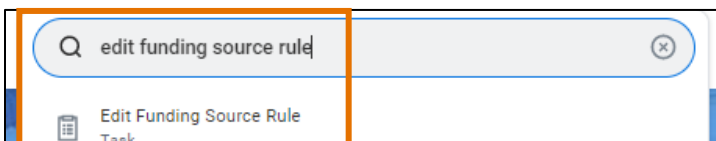
9. Click **OK**.

You have successfully completed this task.

Edit or View Funding Source Rule

On the **Workday Home** screen:

1. Type **Edit Funding Source Rule** in the search field and select the task.



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If you want to just view the funding source rule, search **View Funding Source Rule**.

On the **Edit Funding Source Rule** prompt:

2. Select the appropriate funding source rule you would like to edit.
3. Click **OK**.

On the **Edit Funding Source Rule** screen:

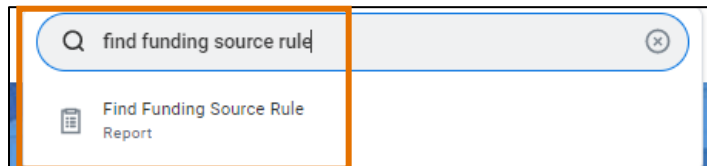
4. Make required changes to the funding source rule.
5. Click **OK**.

You have successfully completed this task.

Review/Edit Funding Source Rule

On the **Workday Home** screen:

1. Type **Find Funding Source Rule** in the search field and select the report.



On the **Find Funding Source Rule** prompt:

2. Select **Project/Project Hierarchy** that you want to view or edit and leave the other selections blank.
3. Click **OK**.

On the **Find Funding Source Rule** screen:

4. Navigate to the funding source rule you would like to review.
5. To view details on the Funding Source Rule, select it directly in the **Funding Source Rule** column.

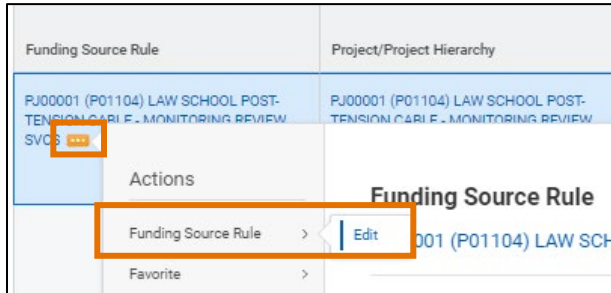


You can also right click on the **Funding Source Rule** and select **See in New Tab** to view its details in a separate tab to keep the original screen.

Funding Source Rule	Project/Project Hierarchy
PJ00001 (P01104) LAW SCHOOL POST-TENSION CABLE - MONITORING REVIEW SVCS	PJ00001 (P01104) LAW SCHOOL POST-TENSION CABLE - MONITORING REVIEW SVCS

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6. If you would like to edit the Funding Source Rule, select the **related actions** button.
7. Select **Funding Source Rule > Edit**.

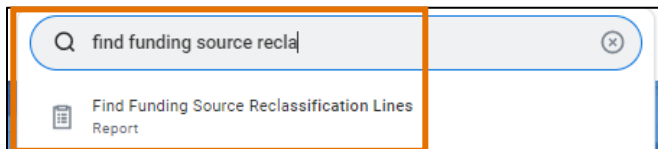


You have successfully completed this task.

Review Funding Source Reclassification Lines

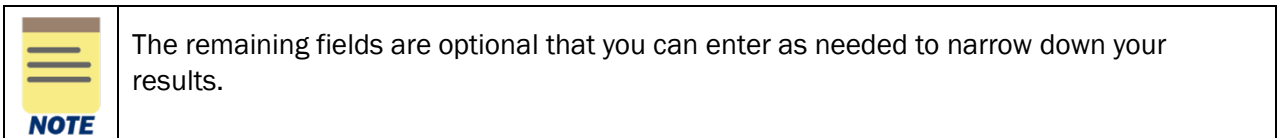
On the **Workday Home** screen:

1. Type **Find Funding Source Reclassification Lines** in the search field and select the report.



On the **Find Funding Source Rule Reclassification Lines** prompt:

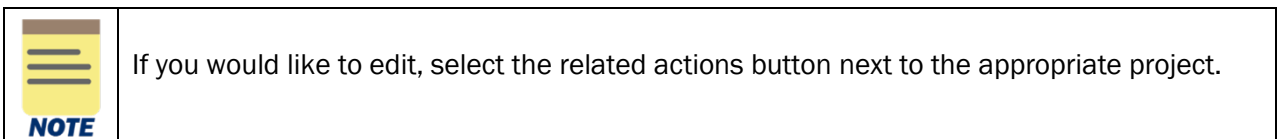
2. Select the **Company**.
3. Select the **Accounting Date From**.
4. Select the **Accounting Date To**.
5. Select **Project/Project Hierarchy** that you want to view or edit.



6. Click **OK**.

On the **Find Funding Source Rule Reclassification Lines** screen:

7. Navigate to the funding source reclassification lines you would like to review.
8. To view further details, select it directly from the appropriate column.



You have successfully completed this task.