Assigning a combination of **Worktags** to all transactions helps clarify the business purpose and categorizes transactions for reporting.

**Think of a Slot Machine**

**Driver Worktag**
- Program
- Spend Category

**Type of Spend**
- Cost Center
- Fund
- Financial Class
- Ledger Account
- Supplier
- Company

**Sample Related and Transaction Worktags**
- PG004170: 3-D Art Studios
- SC08219: Instructional Supplies
- SC08227: Promotional Materials
- SC08633: Recruiting - Faculty
- CC01592: Summer School
- CC00032: Art & Art History
- CC00074: Chemistry
- FD010: Unrestricted - General
- FD090: Agency
- FC012: Student Services
- FC001: Instruction
- FC004: Research
- 8250: Office Expenses
- 8835: Utilities
- 4220: Gifts
- 200: Academy
- 310 UMMG
- 330 UMHC
- Apple
- Staples
- Dell
- 310 UMMG
- 330 UMHC