

# TDX Document Submission Form

1. Select the TDX form [link](#)
2. Enter the Worktag, fund, Cost Center, and Unit Number associated with the documentation you are trying to submit.



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## Worktag Documentation

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**Fiscal Year**  
FY25

**Worktag \***

Use the format of 2 letters followed by the number.  
Example: PG12345

**Fund \***

Use the format of FD followed by the number.  
Example: FD123

**Cost Center \***

Use the format of CC followed by the number.  
Example: CC1234

**Unit Number \***

3. Enter the Unit/College for your Division
  - a. If unsure, you can use the magnifying glass to the right to search for the correct name.

**Unit/College (as indicated in Workday) \***

Please indicate the name of your division, unit, school, or college as listed in your Workday account. Only values in Workday are available for selection.

4. Enter the name assigned to the Worktag you are submitting supporting documentation for.

**Worktag Name \***

5. Click Browse to attach a document


- a. If you have more than one document attached you can hold the Ctrl key and select multiple documents.
- b. To check if you've attached the correct documents, hover your mouse over the word "Browse" and it will list all the named documents.

**Attach the relevant Worktag Documentation \*** 

To attach and upload multiple documents, click Browse and navigate to the location on your computer. Select all of the files to attach (if using a PC, hold Ctrl as you select each file. After all of the files are selected, click Open on the dialogue box window. Next to browse, the display will indicate the number of documents being uploaded upon submission of the form. Hover your mouse pointer on the Browse button to view the file names.

Browse...	No file chosen
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6. Check all boxes that apply to the attachments being submitted. Then click on the submit button.

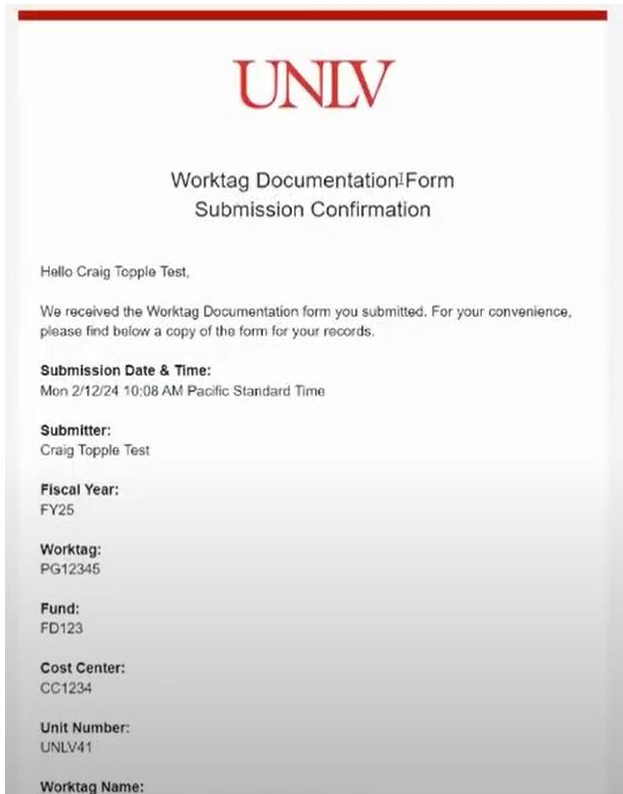
**Document Type \*** 

Please indicate the document type(s) attached.

- Revenue Schedule
- Board Document
- Comment Backup
- Notes
- Student Fee Schedule

**Submit**

7. After submitting, you will receive an email confirmation that the form has been submitted.



8. The document will route to your Budget manager or Divisional Manager (Provost) for review.
9. If a change needs to be made to the document please contact either your Divisional Manager, or [Budget Analyst](#).
10. If you need a copy of the documentation after the process has been approved, please contact your Divisional Manager. They will have the ability to retrieve a copy of the document.
11. Any further questions you can contact your [Budget Analyst](#).