Transact eCommerce Update Form

(Updated July 2025)

Please provide responses to all lines below. If not applicable, please fill in N/A.
Mandatory fields will be denoted with an asterisk (*)
Forms have to be signed by divisional approval in order to be accepted.
Completed and signed forms should be submitted via AskFin

NOTE: For updates, we require 2 weeks advance notice before your "go live" date.

General Information

Department: *	
Department Contact Name: *	
Name or URL of Existing Storefront or Checkout: *	

Request Type

☐ Change G/L (Worktags) – Complete below

☒ Add New Items – ***Please use "New Item Code" form***

☒ Remove Items – ***No form needed – Please submit AskFin Inquiry***

☒ Create or schedule new report – ***No form needed – Please submit AskFin Inquiry***

☒ Disable storefront – ***No form needed – Please submit AskFin Inquiry***

Item Code Changes

An item code is a Transact identifier for a specific item available for purchase. It contains the detailed information about the item/service and marks the funds with the appropriate Workday worktags.

Use the space below to provide information for the items being offered. If you need assistance with determining the appropriate worktags, please contact your budget manager.

	G/L – Workday Worktags						
ITEM CODE	**COMPANY**	**DRIVER WORKTAG**	**REGION**	**SPEND or REVENUE CATEGORY**	**PRICING**	**MAX QTY**	**CUSTOMER INFO COLLECTED (STOREFRONT ONLY)**

Divisional Approval

Please note that unsigned forms will not be accepted.

Divisional Fiscal Authorization (*Associate Dean of Finance & Admin or Responsible Budget personnel with Workday Finance signing authority)*

Division Number: _____ Division Name: _____

Print Name: _____

Signature: _____ Date: _____