

MEMO

DATE: May 18, 2021

TO: Business Administrators
Budget Officers
Controllers
Payroll
Financial Services
Corporate Budgeting

CC: Duane McNair, Vice President, Finance and Administration
Grant Perry, Chief Financial Officer
Emily Woods, Director, Financial Planning
Claire Ramsay, Manager, Workday Support
Vlad Kagramanov, Business Solutions Advisor
Eric Dawson, Communications

FROM: Doreen Jans, Manager, Financial Services

SUBJECT: Journal Entry Backup Now Mandatory

Financial Services works regularly to review and enhance the functionality in Workday and create solutions to improve the workflow for employees using the College's financial application.

The purpose of this memo is to provide an update of a change that will see a mandatory requirement to attach a backup to a journal entry in Workday.

Mandatory Backup for Journals in Workday

When entering a journal, you will be required to add an attachment as backup to the journal. If an attachment is not added to the journal, it cannot be submitted.

Please ensure the attachment content provides the backup needed to substantiate the journal to an external auditor. The backup content must tell the complete story of why the journal is needed and must provide supporting calculations and reference materials, and must be auditable.

Example 1

If you receive the following error in Workday when trying to submit a journal for processing, you will need to attach the backup to the Workday journal in order to relieve the error and submit.



When will this be available?

These changes will be effective Wednesday, May 19, 2021 by 10 a.m.

Who to contact for questions or comments

If you have any questions or concerns, please contact Doreen Jans, Manager, Financial Services, at jansd@algonquincollege.com