

MEMO

DATE: December 21, 2022

TO: Workday Customer Invoice Initiators

CC: Finance

FROM: Tara Vicckies, Manager, Operational Accounting

SUBJECT: Customer Invoice “Line Item Description” Field Required in Workday

Operational Accounting works regularly with the Workday Support Team to enhance Workday and create solutions to improve the workflow of employees using the College’s financial reporting.

The purpose of this memo is to let you know about the latest changes in Workday and to provide an overview of those changes including why they are being implemented, and how they impact your work when using Workday.

Customer Invoice “Line Item Description” Field Required in Workday

The improvements are as follows:

Effective Jan. 2, 2023, the “Line Item Description” field will be mandatory when creating a customer invoice in Workday.

The screenshot displays the Workday Customer Invoice form. The form is divided into several sections: Company, Dates, Currency, and Adjustment Lines. The 'Line Item Description' field is highlighted with a purple box. Below the form, there is a table with columns for Line, Order, Company, Sales Item, Revenue Category, Line Item Description, Quantity, Unit of Measure, Quantity 2, Unit of Measure 2, Unit Price, Extended Amount, and Analytica Amount. The 'Line Item Description' column is currently empty.

Line	Order	*Company	Sales Item	Revenue Category	Line Item Description	Quantity	Unit of Measure	Quantity 2	Unit of Measure 2	Unit Price	Extended Amount	Analytica Amount
						0	select one	0	select one		0	

Why is this change being implemented?

This change is being implemented to ensure that invoices are not issued to the customer without a description of the service being provided. The change ensures that Invoice Initiator are aware that the “Line Item Description” is a required field when creating a customer invoice. This will prevent customer invoices from having to be sent back to the Invoice Initiator.

How does this work

There are no additional steps that need to be taken by the Invoice Initiator. This change serves as a reminder that the “Line Item Description” field is required. If a customer invoice is submitted without a “Line Item Description” an error message will appear.

The screenshot displays a customer invoice creation form. The form includes fields for Bill-To Customer, Sold-To Customer, Invoice Date, Invoice Type, Bill-To Address, Bill-To Contact, Delivery Type, Delivery Type Origin, Invoice to Rebill, Billable Project, Payment Terms, Payment Type, Due Date, Due Date Override, Discount Date, PO Number, Document Link, Memo, Cost Center, Region, and a summary table. The summary table shows: Net Invoice Amount: 1,500.00, Prepaid Amount Applied: 0.00, Tax Amount: 195.00, Total Invoice Amount: 1,695.00, Less Withholding Amount: 0.00, Control Total Amount: 0.00. An error message box is visible, stating: "Errors: 1. Page Error - Line Item Description is Required, 2. Page Error - Line Item Description is Required". A red arrow points from the error message to the "Line Item Description" field in the invoice lines table, which is highlighted with a purple box. The invoice lines table has the following data:

Line	Order	Company	Sales Item	Revenue Category	Line Item Description	Quantity	Unit of Measure	Quantity 2	Unit of Measure 2	Unit Price	Extended Amount	Area Amt
1		ALGON The Algonquin College of Applied Arts and Technology	Miscellaneous	39908 Miscellaneous Revenue		1	Each	0	select one	1,000.00	1,000.00	
2		ALGON The Algonquin College of Applied Arts	Food Sales	37200 Food Sales		1	Each	0	select one	500.00	500.00	

How does this work

This change will be effective the morning of Monday, January 2nd, 2023.

Additional Details

The Workday user guide has been updated to reflect this change in functionality and can be found here:

[Create and Maintain Customer Invoice](#)

Who to contact for questions or concerns

If you have any questions or concerns, please contact the Accounts Receivable team at Billing@algonquincollege.com.