

# **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

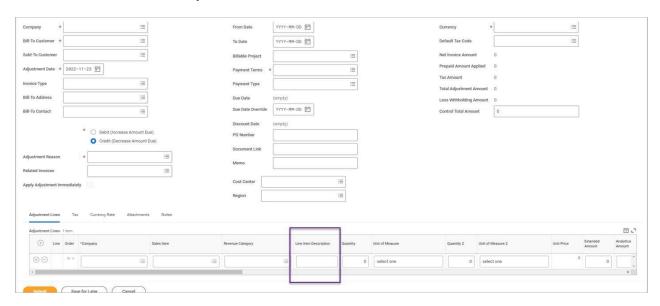
Operational Accounting works regularly with the Workday Support Team to enhance Workday and create solutions to improve the workflow of employees using the College's financial reporting.

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.

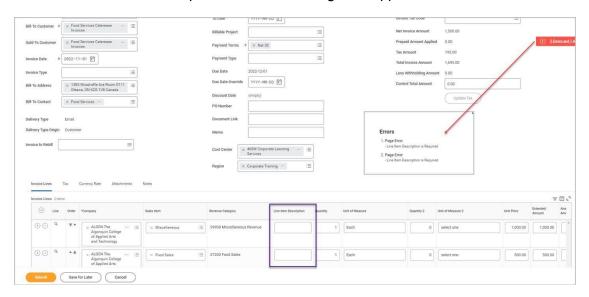


# Why is this change being implemented?

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.



#### How does this work

This change will be effective the morning of Monday, January 2<sup>nd</sup>, 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.