

MEMO

DATE: January 5, 2023

TO: Business Administrators, and Business and Finance Managers
Budget Officers
Controllers
Operational Accounting
Financial Services
Corporate Planning
Academic Operations and Planning
Data Architect, Performance and BI Reporting

CC: Duane McNair, Vice President, Finance and Administration
Grant Perry, Chief Financial Officer
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Claire Ramsay, Manager, Workday Support
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Kim Blackburn, Communications

FROM: Doreen Jans, Manager, Financial Services

SUBJECT: Workday Data Validation for Manual Journal Entries and New Error Messages

Financial Services works regularly with the Workday Support Team to enhance Workday and create solutions to improve the system functionality for the College.

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.

Workday Data Validation for Manual Journal Entries and New Error Messages

Workday has been enhanced through the Change Request process to prevent journal initiators from incorrectly entering Revenue or Spend Categories which are not valid for the specific chosen Ledger Account. Workday will now validate the data combination of Revenue or Spend Category to the appropriate Ledger Account for journal entries that are manually entered and for combinations that are invalid, will prevent the journal from being posted and will issue an error message.

Since the implementation of Workday, journal entries that were manually entered also required a manual data validation/verification performed by journal entry reviewers in Finance. Journals with incorrect Revenue or Spend Category to Ledger Accounts were declined in Workday and required re-entry. Occasionally, incorrect journals were posted to the General Ledger and required manual journal corrections in Workday by Finance.

The appropriate Revenue or Spend Category to Ledger Account mapping can be found in the Financial Data Model (FDM) located on the Finance website under [QuickLinks](#). The FDM is the College's Chart of Accounts.

Incorrect Revenue/Spend Categories to Ledger Accounts journals will result in the inability to post the journal entry and error message(s) will be displayed in two ways:

1. Red Error Message Box: Click on the red error box and a message box will appear displaying the error message.

The screenshot shows the 'Journal Entry Lines' interface with a red error box in the top right corner indicating '2 Errors'. Below the table, an 'Errors' box is expanded, listing two page errors:

- 1. Page Error - Ledger Account and Revenue Category are mismatched. For correct match please refer to the Financial Data Model (FDM)
- 2. Page Error - Ledger Account and Spend Category are mismatched. For correct match please refer to the Financial Data Model (FDM)

Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Cost Center	Spend Category	Revenue Category	Additional Worktags	Excl from Sperr
1 4541-Realized Gain/Loss	0.00	5,000.00			2022-11-30	284F Financial Services Manager		39908 Miscellaneous Revenue	Region: Administrative	
2 6600-Contract Services	5,000.00	0.00			2022-11-30	626D Dean-Algonquin-Ottawa Valley	44200 Office Supplies		Region: Administrative	

2. Line Item Level Detail: Go to the journal lines, scroll to the extreme right and the specific error on the affected journal line will be displayed.

The screenshot shows the 'Journal Entry Lines' interface with a tooltip displayed over the second line item. The tooltip contains the following error message:

Critical - Ledger Account and Spend Category are mismatched. For correct match please refer to the Financial Data Model (FDM)

Below the table, a red arrow points to the right, with the following text: "Scroll all the way to the right on the journal lines to see the lines with the error (s) and the corresponding error messages."

Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Cost Center	Spend Category	Revenue Category	Additional Worktags	Exclude from Sperr	Exceptions
4541-Realized Gain/Loss	0.00	5,000.00			2022-11-30	284F Financial Services Manager		39908 Miscellaneous Revenue	Region: Administrative	<input type="checkbox"/>	Critical - Ledger Account and ...more
6600-Contract Services	5,000.00	0.00			2022-11-30	626D Dean-Algonquin-Ottawa Valley	44200 Office Supplies		Region: Administrative	<input type="checkbox"/>	Critical - Ledger Account and ...more

Three Additional Error Messages:

1. Accrual entry for 'Deferred Revenue':

Total As-Entered Transaction Credits 6,580.00

Journal Entry Lines Attachments

Journal Entry Lines 2 items

Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Cost Center	Spend Category	Revenue Category	Additional Worktags	Exclude from Spend Report
× 2500 Deferred Revenue	0.00	6,580.00			2022-11-25					<input type="checkbox"/>
× 4000 Revenue	6,580.00	0.00			2022-11-25	× 1720 Director Student Support Serv		× 38304 Ministry of Training, Colleges, Universities Contract Revenue	× Region: Administrative	<input type="checkbox"/>

Submit Save for Later Cancel

1. Page Error
- Deferred Revenue worktag is required when using ledger account 2500

2. Accrual entry using 'Net Asset Detail' account:

Journal Entry Lines Attachments

Journal Entry Lines 2 items

Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Cost Center	Spend Category	Revenue Category	Additional Worktags	Exclude from Spend Report
× 3100 Prior Year Net Assets	602.00	0.00			2022-11-25					<input type="checkbox"/>
× 6600 Contract Services	0.00	602.00			2022-11-25	× 284F Financial Services Manager	× 46500 Contract Services		× Region: Administrative	<input type="checkbox"/>

Error
1. Page Error
- Net Asset Detail worktag is required when using ledger account 3100

3. Journal entry using the 'Gift' worktag:

Journal Entry Lines Attachments

Journal Entry Lines 2 items

Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Cost Center	Spend Category	Revenue Category	Additional Worktags	Exclude from Spend Report
× 4000 Revenue	5.00	0.00			2022-11-25	× 992E Other Donations		× 39908 Miscellaneous Revenue	× Region: Advancement	<input type="checkbox"/>
× 2670 Endowment Interest Disbursement Accounts	0.00	5.00			2022-11-25					<input type="checkbox"/>

Error
1. Page Error
- Gift worktag is required when using ledger account 2570

Special Consideration for Contra Accounts:

Contra accounts are accounts that either off-set a Revenue Category, such as a sales return or discount, or off-set a Spend Category such as a reimbursement for expenses already incurred by the College.

Contra accounts should not be used in a manual journal entry, however, if a Contra account is inadvertently used, the errors will be detected as follows:

- Spend Category is required with Expense Accounts: Ledger Account 6400: Bldg Maint & Utilities was used, and should be matched with spend category 47400 Electricity. This error occurs because the Spend Category field is blank.
- Ledger Account and Spend Category are mismatched. For correct match please refer to the FDM: this error occurs because there is no appropriate Spend Category being used with this Ledger Account.
- Ledger Account and Revenue Category are mismatched. For correct match please refer to the FDM: this error occurs because Revenue Category 47400 Electricity (Contra Account) should not be used with ledger account 6700: Bldg, Maint & Utilities.

Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Cost Center	Spend Category	Revenue Category	Additional Worktags	Exclude from Spend Report
6700 Bldg Maint & Utilities	1,000.00	0.00			2022-11-25	295E Energy		47400 Electricity (Contra Account)	Region: Administrative	<input type="checkbox"/>
7310 Office Supplies	0.00	1,000.00			2022-11-25	295E Energy		44200 Office Supplies (Contra Account)	Region: Administrative	<input type="checkbox"/>

Errors

1. Page Error

- Spend Category is Required with Expense Accounts
- Ledger Account and Spend Category are mismatched. For correct match please refer to the Financial Data Model (FDM)
- Ledger Account and Revenue Category are mismatched. For correct match please refer to the Financial Data Model (FDM)

2. Page Error

- Spend Category is Required with Expense Accounts
- Ledger Account and Spend Category are mismatched. For correct match please refer to the Financial Data Model (FDM)
- Ledger Account and Revenue Category are mismatched. For correct match please refer to the Financial Data Model (FDM)

Why is this change now available?

Frequent manual interventions will be eliminated with the implementation of Workday manual journal data entry validation and error messages.

- The inability to submit a manual journal entry with data errors to the General Ledger will eliminate the data validation journal review effort which frequently resulted in declining (sending back) journals in Workday for corrections.
- The Workday response for incorrect data matches with the return of error messages and/or warnings will act as immediate, timely, and meaningful feedback to the journal initiator.
- The prevention of journals being posted to the General Ledger with mis-matched Revenue or Spend Categories to Ledger Accounts will subsequently result in only appropriate Revenue/Spend Category to Ledger Account combinations being posted to the General Ledger.
- The need for data correction related to mis-matched data will be eliminated in the General Ledger upload into Adaptive Planning.

Additional details

The Workday user guide has been updated to reflect this change in functionality, found [here](#).

For additional details contact [Cresdelle Zubrycki](#), Senior Financial Analyst, Financial Services.

When will this be available?

This change will be effective on Tuesday, Jan. 10, 2023 by 1 p.m.

Who to contact for questions or concerns

If you have any questions or concerns, please contact [Doreen Jans](#), Manager, Financial Services.