

# MEMO

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**DATE:** October 26, 2023  
**TO:** Budget Officers  
**CC:** Accounts Payable  
**FROM:** Tara Vicckies, Manager Operational Accounting  
**SUBJECT:** **Workday Changes in the Expense Officer Role in Expense Reports and Spend Authorizations**

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Operational Accounting works regularly with the Workday Support Team to enhance Workday and create solutions to improve the Workday reporting 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.

## **Changes in the Security Role of Expense Officer in Expense Report and addition of Expense Officers in Spend Authorization.**

Budget Officers, potentially through the Expense Officer role in Workday, have been added to the business process workflow for spend authorizations with same responsibilities as set up in Expense Reports. As spend authorizations are linked to subsequent expense reports, incorporating this Workday role into the review process ensures consistency between spend authorizations and the subsequent expense reports.

The essence is to have consistency between the spend authorization and the expense report that follows.

### **Changes in Expense Reports**

Previously, Budget Officers, also known as Expense Officers during Expense Report reviews, had the ability to **"Approve, Send back, and Edit"** Expense Reports. However, following recent changes, Budget Officers can now only **"Approve or Send Back"** Expense Reports without the ability to Edit. The Edit option has been removed from the roles of Budget Officers in Workday.

### **Changes in Spend Authorizations**

Budget Officers (Expense Officers) have been included in the Spend Authorization approval workflow, mirroring their roles in Expense Reports. Prior to this change, Budget Officers were not involved in the approval process for spend authorizations. However, given the connection between Spend Authorization and Expense Report, it is essential for Budget Officers to review

Spend Authorizations and either "**Approve or Send Back**" transactions without editing the Spend Authorization details.

### The improvements are as follows:

1. New Workday Expense Officer role
2. Functionality of new Expense Officer role
3. Addition of Expense Officers role to review Spend Authorizations
4. The removal of Edit Option in both Expense Reports and Spend Authorizations

### Why is this change being implemented?

Spend authorizations, totaling \$1.6 million, created in the last 4.5 years since the implementation of Workday (including approved, closed and in-progress cases), were not reviewed or approved by the Budget Officers within this period. This oversight occurred despite a significant decrease in travel due to the pandemic in 2020 and 2021. With travel gradually resuming, it's crucial that Spend Authorizations are diligently reviewed by Budget Officers. Ensuring accurate spend authorizations simplifies the process of completing expense reports after travel. It's noteworthy that any approved employee within the College can travel, making this issue pertinent to all College employees.

Additionally, it's vital to highlight that the Budget Officer role has been modified. They no longer have the right to edit Expense Reports and Spend Authorizations. Their authority is now limited either to "Approve" or "Sending back" transactions for revisions.

### Additional details

The [Expense Report and Spend Authorization user guide](#) has been updated with these changes.

For additional details, contact Arikibe Kelechi at [kelecha@algonquincollege.com](mailto:kelecha@algonquincollege.com).

### When will this be available?

This change will be effective on Friday, Oct. 27, 2023.

### Who to contact for questions or concerns?

If you have any questions or concerns, please contact Tara Vicckies at [vicckit@algonquincollege.com](mailto:vicckit@algonquincollege.com).