

MEMO

DATE: December 18, 2025

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

CC: Grant Perry, Vice President, Finance and Administration
Emily Woods, Chief Financial Officer
Tara Vicckies, Manager, Operational Accounting
Teri Kinnunen, Acting Director, Financial Planning
James Pede, Associate Director, Financial Operations
Gordon Warner, Associate Director, Strategic Procurement
Claire Ramsay, Manager, Enterprise Solutions - Workday
Jessica Trask, Workday System Specialist
Antony Holyer, Workday Systems Analyst
Ayesha Pasha, IT Change Management Specialist, Workday
Kim Blackburn, Communications Officer

FROM: James Pede, Associate Director, Financial Operations

SUBJECT: New Fields Added to Report CR- General Ledger Details

Financial Services 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.

New Fields Added to Report CR- General Ledger Details

The report CR- General Ledger Details permits users to view a listing of all accounting entries for a specific period, account code and/or cost center organization depending on the criteria selected by the user. Until now, the output of this report has only included the journal number as

a transaction reference number. This custom report has been modified so that users will now be able to view additional reference numbers related to the transaction type such as supplier invoice number, customer invoice number, expense report number, purchase order number and requisition number.

Screenshots of the Changes

Beginning on December 19, 2025:

The following three columns will be added to the CR- General Ledger Details report:

Transaction Description
Purchase Order Number
Requisition Number

Depending on the nature of the underlying transaction, the Transaction Description column will indicate either the Workday supplier invoice number, customer invoice number, or expense report number. If a supplier invoice is linked to a purchase order, then the related purchase requisition number and purchase order numbers will display in the new Purchase Order and Requisition Number columns.

BEFORE December 19, 2025

CR- General Ledger Details ... 1/1									
Details									
BEFORE									
11 of 280 items									
Journal	Journal #	Company	Intercompany Initiating Company	Status	Accounting Date	Source	Ledger	Currency	Ledger Account
Q	SINJ-0000159387	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-01	Supplier Invoice	Actuals	CAD	7310:Office Supplies
Q	CINJ-0000032884	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-22	Customer Invoice	Actuals	CAD	4000:Revenue
Q	CINJ-0000032884	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-22	Customer Invoice	Actuals	CAD	4000:Revenue
Q	EXPJ-0000049963	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-27	Expense Report	Actuals	CAD	7300:Other Costs
Q	EXPJ-0000049992	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-29	Expense Report	Actuals	CAD	7390:Professional Fees
Q	SINJ-0000159767	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-01	Supplier Invoice	Actuals	CAD	7390:Professional Fees
Q	CINJ-0000033027	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-06-02	Customer Invoice	Actuals	CAD	4000:Revenue
Q	CINJ-0000033027	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-06-02	Customer Invoice	Actuals	CAD	4000:Revenue

BEGINNING ON December 19, 2025:

> Details

AFTER

11 of 280 items

Journal	Journal #	Transaction Description	Purchase Order Number	Requisition Number	Company	Intercompany Initiating Company	Status	Accounting Date	Source	Ledger
Q	SINJ-0000159387	Supplier Invoice: SINV-0000163238			ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-01	Supplier Invoice	Actuals
Q	CINJ-0000032884	Customer Invoice: CINV-0000017361			ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-22	Customer Invoice	Actuals
Q	CINJ-0000032884	Customer Invoice: CINV-0000017361			ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-22	Customer Invoice	Actuals
Q	EXPJ-0000049963	Expense Report: EXP-00057738			ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-27	Expense Report	Actuals
Q	EXPJ-0000049992	Expense Report: EXP-00057768			ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-29	Expense Report	Actuals
Q	SINJ-0000159767	Supplier Invoice: SINV-0000163495	PO-0000021625	REQ-0000023076	ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-05-01	Supplier Invoice	Actuals
Q	CINJ-0000033027	Customer Invoice: CINV-0000017457			ALGON The Algonquin College of Applied Arts and Technology		Posted	2025-06-02	Customer Invoice	Actuals

All impacted user guides will be updated to reflect these changes.

When will this be available?

This change will take effect on Friday, December 19, 2025, by 1 p.m.

Who to contact for questions or concerns

If you have any questions or concerns, please contact James Pede, Associate Director, Financial Operations at pedej@algonquincollege.com