

MEMO

DATE: March 6, 2026

TO: All Workday Users

CC: Workday
Jessica Trask, Workday System Specialist

Accounts Payable

FROM: Tara Vicckies, Manager, Operational Accounting

SUBJECT: Updates to the Create Expense Report Task

Operational Accounting works regularly with the College's Workday user community and the Workday team to enhance Workday and create solutions to improve functionality and the user experience.

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

Expense Report Required Fields — What has changed?

These updates ensure required fields are clearly identified earlier in the process, reducing submission errors and confusion.

- Removes older custom validations previously triggered at submission
- Marks required fields properly, so they appear as mandatory before users advance (red asterisks ^{*})
- Updates the Expense Report Instructions

Create Expense Report

Expense Report Information

Expense Report For * Employee: Tara Vicckies

Creation Options * Create New Expense Report
 Copy Previous Expense Report ?
 Create New Expense Report from Spend Authorization ?

Memo * ?

Company * ?

Expense Report Date * 2026-03-03 ?

Business Purpose * ?

Cost Center * ?

Region * ?

Enable Tax ?

Instructions

Please see [Expense & Spend Authorization User Guide](#) for detailed instructions.

If the Expense Report you are submitting is related to a Spend Authorization please ensure the correct Authorization is selected. All travel over \$200 requires a pre-approved Spend Authorization.

Algonquin College Travel, Meals, and Hospitality policy [AD12](#) ?

Updated Quick Tips

Quick Tips have been created to support users in completing both the Header and Expense Line sections. They are accessed by clicking the “?” symbol next to the field.

Examples of fields which now have Quick Tips include:

- Copy Previous Expense Report
- Spend Authorization guidance
- Required Memo fields
- Business Purpose selection help
- Cost Centre, Region, Tax Code and Receipt requirements

Memo * ?

Company * ?

Expense Report Date * 2026-03-06 ?

Business Purpose * ?

Header Memo ×

Use this memo field to describe the overall expense report, answering the questions of who, what and when. This information assists reviewers and approvers, facilitating timely and accurate payment.

Example: Horticulture Program Expenses 2026-01-23 To 2026-01-29.

Expense Date	* 2025-08-14
Expense Item	* <input type="text"/> 
	Error: The field Expense Item is required and must
Total Amount	2,280.69
Currency	* CAD
Memo	<input type="text"/> 

Expense Item 

Each Expense Item requires its own Expense Line to ensure accuracy and facilitate timely approvals and payment.

Why these changes?

These updates improve user experience, ensure proper data entry at each stage and reduce inquiries to roles that support the expense report process in departments, Accounts Payable, Procurement and Workday Support.

When will this be available?

These changes were moved into production on Friday, Feb. 27, 2026.

The [Expense Hub, Expense Reports \(Travel and Non-Travel\) and Spend Authorizations](#) user guide has been updated to reflect these changes.

Who to contact for questions or concerns.

If you have any questions or concerns, please contact either:

Tara Vicckies, Manager, Operational Accounting, at vicckit@algonquincollege.com, or

Peter Brown, Supervisor, Accounts Payable, at brownp2@algonquincollege.com.