

MEMO

DATE: July 16, 2024

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

CC: Duane McNair, Vice President, Finance and Administration
Grant Perry, Chief Financial Officer
Emily Woods, Director, Financial Planning
James Pede, Associate Director, Financial Operations
Claire Ramsay, Manager, Workday Support
Antony Holyer, Systems Administrator, Workday Support
Kim Blackburn, Communications

FROM: Doreen Jans, Manager, Financial Services

SUBJECT: Mapping Correction for Two Spend Categories

Financial Services works regularly with members of the College's distributed financial support community and the Workday Support Team to enhance Workday and create solutions to improve the Workday data capture and reporting for the College.

The purpose of this memo is to let you know about the latest change in Workday and to provide an overview of this change, including why it is being implemented and how the change impacts your work when using Workday.

Mapping Correction for Two Spend Categories to their relevant Ledger Accounts

Since Workday's implementation in 2019, two Spend Categories were mapped to the incorrect Ledger Accounts. Financial Services is correcting the mapping in Workday.

Summary of the Mapping Correction for the Two Spend Categories

Spend Category - Unchanged	Previous Ledger Account	New Ledger Account
48502 Academic Equipment <\$5K Not Information Technology Equipment	7350 Administrative Equipment and Furniture	6000 Instructional Supplies and Equipment
48704 Administrative Equipment <\$5K Not Information Technology Equipment	6000 Instructional Supplies and Equipment	7350 Administrative Equipment and Furniture

How are you impacted?

The mapping correction will impact open purchase orders. On Monday, July 15, 2024, reports of all open purchase orders that included the two impacted spend categories were generated. If you are a cost center manager or are the financial support to a cost center with an open purchase order with either of these two spend categories, you will receive an email notification today providing you with the impacted purchase order details.

No changes are needed to the open purchase orders; the related expenses will map to a different ledger account than expected.

During Fiscal 2024-25, there will also be an impact on where the actual expenses for these two spend categories are reported compared to where the expenses were budgeted, however, the impact of this difference is contained within the cost center and will have no impact to the financial results within a cost center.

Additional details

For additional details related to the mapping correction, contact [Cresdelle Zubrycki](#), Senior Financial Analyst, Financial Services.

For additional details related to the open purchase orders, contact [Amanda Racine](#), Buyer, Purchasing.

For additional details related to the impact on the actuals versus budget, contact: [Teri Kinnunen](#), Manager, Financial Planning, or, [Doreen Jans](#), Manager, Financial Services.

When will this be available?

This change will be effective on Tuesday, July 16, 2024, 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.