

MEMO

DATE: September 16, 2024

TO: Business Administrators, and Business and Finance
Managers Budget Officers
Finance Support Working Group Members
Finance

CC: Workday Operations Working Group (WOW)

FROM: Tara Vicckies, Manager, Operational Accounting

SUBJECT: Adding an Approver for Service Invoices

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

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.

Adding Approvers to Service Invoice Business Process

The Workday business process for invoices with purchase orders is well-established with the three-way match between the purchase order, the receipt and the invoice. However, for invoices for services, there is no receipting feature available to ensure that the services were delivered. This new Workday enhancement adds a level of assurance for the cost center managers in their approvals of service invoices with the addition of an approver to attest to the service delivery. This enhancement to the business process means that backup documentation, usually through email and outside of the Workday system, is no longer required.

Impacted Financial Transactions in Workday:

- Purchase Requisitions
- Supplier Invoices

Why are Additional Approvers being implemented?

In response to feedback from several departments who process high volumes of service invoices, the need for an efficient, streamlined, in-system solution was needed. Cost center managers of these high volume service invoice departments needed a better flow of documentation and assurance that services were, in fact, delivered as expected. Adding an approver who knows first-hand that the services were delivered provides an extra level of assurance. Keeping these approvals within Workday provides transparency and improved audit backup within our financial system.

Additional details

The Workday update does not impact financial transactions in progress.

Workday user guides have been updated to reflect this change in functionality.

New to the Workday process with this update

A new worktag is available during the Create Requisition process for identifying when this additional step of service receipt is required. Otherwise please leave the field blank. If the worktag is set to yes, please add a note to the internal memo field identifying the name of the individual responsible for the service receipt acknowledgement.

Create Requisition

Requester *	<input type="text"/>
Company *	<input type="text" value="ALGON The Algonquin College of Applied Arts and Technology"/>
Currency *	<input type="text" value="CAD"/>
Requisition Type	<input type="text"/>
Deliver-To	<input type="text"/>
Ship-To *	<input type="text" value="1385 Woodroffe Avenue Ottawa, ON K2G 1V8 Canada"/>
Cost Center	<input type="text"/>
Region	<input type="text" value="Administrative"/>
Receiving	<input type="text"/>
Service Receipt Acknowledgement	<input type="text"/>
Additional Worktags	<input type="text"/>

Internal Memo

Please add _____ as the approver on the supplier invoice

During the Supplier Invoice process an “Approver” is entered by accounts payable when the service receipt acknowledgement worktag is set to yes to route the process for the additional step. Please ensure you identify the name of the individual responsible for service receipt acknowledgement on any invoices requiring this additional step when you submit an invoice to accounts payable. This information can be included below the cost center and spend category when applicable.

295J 49903 Relocation Expense
Invoice Approver: _____



<p>Invoice Information</p> <p>Company * ALGON The Algonquin College of Applied Arts and Technology</p> <p>Supplier * City Transfer Moving And Storage Ltd.</p> <p>Remit-To Connection (empty)</p> <p>Currency * CAD</p> <p>Invoice Date * 2024-09-11</p> <p>Invoice Received Date YYYY-MM-DD</p> <p>Control Total Amount 0.00</p> <p>Total Invoice Amount 113.00</p> <p>Freight Amount 0.00</p> <p>Other Charges 0.00</p> <p>Worktag Split Template</p>	<p>Terms and Taxes</p> <p>Payment Terms * Upon Receipt</p> <p>Discount Amount Override 0.00</p> <p>Discount Date (empty)</p> <p>Discount Date Override YYYY-MM-DD</p> <p>Due Date 2024-09-11</p> <p>Due Date Override 2024-09-11</p> <p>Default Payment Type Check</p> <p>Override Payment Type</p> <p>Reference Type</p> <p>Default Tax Option Calculate Tax Due to Supplier</p> <p>Default Tax Code * Supplier HST 13% (13%)</p> <p>Default Withholding Tax Code</p> <p>Tax Amount 13.00</p>	<p>Invoice Reference Information</p> <p>Ship-To Address x 1385 Woodroffe Avenue Room A182 Ottawa, ON K2G 1V8 Canada</p> <p>Handling Code</p> <p>On Hold <input type="checkbox"/></p> <p>Supplier Document Received <input type="checkbox"/></p> <p>Supplier's Invoice Number</p> <p>External PO Number</p> <p>Referenced Invoices</p> <p>Statutory Invoice Type</p> <p>Supplier Contract</p> <p>Total Contract Amount 0.00</p> <p>Memo</p> <p>Approver</p> <p>Requisition Type Purchase Requisition</p>
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When will this be available?

This change will be effective on Monday, Sept. 16, 2024 by end-of-day.

Who to contact for questions or concerns

If you have any questions or concerns, please contact Tara Vicckies, Manager, Operational Accounting, at vicckit@algonquincollege.com.