Office of Financial Management
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Request for Auto Complete for Transactions Interfaced into Workday

The transaction approval history within Workday is important to document the approval of transactions. A user applying Auto Complete through an integration applies an approval to a transaction that indicates the transaction is valid and represents a valid business purpose.

Agencies are required to establish and maintain an effective system of internal control and internal audit so as to reasonably assure that they are meeting their respective objectives. This requirement applies to agency-maintained systems as well as all operations surrounding Workday.

The Auto Complete function allows transactions to process in Workday without a user being required to apply approval on the transactions in Workday. Auto Complete transactions invoke all posting rules and validations.

Some agencies start transactions within an agency system and route transactions for approval within that system. Once all approvals are applied in the agency system, the agency represents the transactions are fully approved for posting. In such instances, an agency may request to use the Auto Complete functionality.

This form should be completed for each agency system and each integration the agency requests to use Auto Complete. The request will be reviewed and approved or denied by OFM Statewide Accounting based on the information submitted by the agency.

Agency Name:_____ **Company Ref ID:** _____

Agency System: _____

Requested for Integration on Type – Select One:

    Supplier Invoice   Ad Hoc Bank Transaction – Deposit

    Miscellaneous Payment   Ad Hoc Bank Transaction – Withdrawal

    Customer Invoice   Canceled Warrants

    Accounting Journal - Journal Source:_____

Type of transactions (administrative payments, client/individual type payments):

Describe the internal and audit controls used in entering and approving transactions in the agency system:

Describe the controls that are built into the agency system to validate the user entry:

Provide a link to the agency policy and internal control documentation:

Prepared by: _____   _____
                              Name   Title

Submitted by: _____   _____
                              Name   Title

Signature: _____   Date: _____

Review By: _____   Approved: Yes: No:

Approved By: _____   Date: _____
                              Signature