

RECORDS & INFORMATION MANAGEMENT

Workday Financials: Records Management Guidance FAQ

Is Workday Financials the official system of record for financial transactions?

Yes. Individual departments no longer need to keep records in paper or electronic form if an electronic version is uploaded to Workday Financials.

I have attached my receipts, invoices, and packing slips to Workday Financials. What do I do with my paper or electronic copies?

First, verify that the upload to Workday Financials is legible. If it is readable, then destroy the paper and/or locally saved electronic copy. The RIM Office recommends retention of no more than 60 days.

For deposits (especially ad-hoc deposits) or credit card transactions do I need to keep the original check or receipt if I have uploaded it to the Workday Financial transaction?

No, just like receipts for expenditures, if you upload a scan of the check or report of credit card transactions you are not required to keep the paper or electronic version of these yourself.

What do I do if I don't have any documentation to upload? I didn't get a receipt for expenditures, or a report for deposits from credit card transactions.

For expense reports you will be required to provide justification for the missing receipt, but for other transactions, ad-hoc deposits for example, you are not required to create documentation if it does not exist.

Do I need to submit a Certificate of Records Destruction (RM3 Form) to the RIM Office for approval before destroying the paper documents and/or locally saved electronic copy?

No, an RM3 Form is not required if you have uploaded an electronic version to Workday Financials.

How long are uploaded documents in Workday Financials retained?

Deletion of attachments and records within Workday Financials will be managed centrally within the system and will meet the requirements of the Virginia Public Records Act. Retention requirements vary based on the type of funding (state, local, federal etc.).

Will I be able to access the attachments after a transaction has been processed in Workday Financials?

Yes, by searching for the transaction you can see and download attachments at any time within Workday Financials.

If I am scanning paper records to attach, what format should the scan be in?

Use PDF whenever possible as this reduces the size of the attachment.