

Variations

Amount to Certify for Account – The **Amount to Certify for Account** field auto-populated with same amount as the **Ledger Account Balance**. The Preparer reviewed and any differences you see were entered by the Preparer. Both Preparers and Approvers can update the **Amount to Certify for Account**. You only need to change this field if there is an issue with a transaction in that ledger account line.

Variations – Variance details are updated automatically with the difference between **Ledger Account Balance** and the **Amount to Certify for Account**. Approvers can see variations and comments entered by the Preparer. If there is a variance at the end of the account certification process, a **To-Do** step will be sent to the **Preparer's** Workday inbox to acknowledge and remediate the variance. You must enter **Notes/Comments** for each variance that you identify.