Edit Accounting Journal
Quick Reference Guide

Edit Accounting Journal Overview

This Quick Reference Guide (QRG) is designed to walk an Accountant through the steps to edit an accounting journal in Workday. By the end of this QRG, users will be able to successfully make edits to an existing journal entry.

Procedure:

On the Workday Home screen:

1. Type Find Journals in the search field.
2. Select the Find Journals report from the Search Results.

On the Find Journals screen:

3. Complete the following required fields:
   - **Company** – select the appropriate company.
   - **Year** – select the appropriate financial year for the journal.
   - **Period** – select the period for the journal.
   - **Status** – select In Progress.

   All fields on the Find Journals screen that are not mentioned above are optional, however they assist in narrowing down the search.

4. Select OK.

On the second Find Journals screen:

5. Select the Related Actions (...) menu under the Journal column of the journal to edit.
6. Select **Journal > Edit**.

![Screenshot of journal interface](image)

On the **Confirm Edit Journal** screen:

7. Review information and make sure you want to edit the journal.
8. Select **Continue**.

On the **Edit Journal** screen:

Under the **Journal Information & Journal Details** section:

9. Review and edit the fields as needed.

**NOTE**

**Accounting Date** and **Journal Source** are required fields.
Under the **Journal Entry Lines** tab:

10. Review and edit the fields as needed.

**NOTE**

**Company, Ledger Account,** and **Memo** required fields.

11. Select **Submit**.

You have successfully completed this task. It will now be routed based on the workflow.