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:

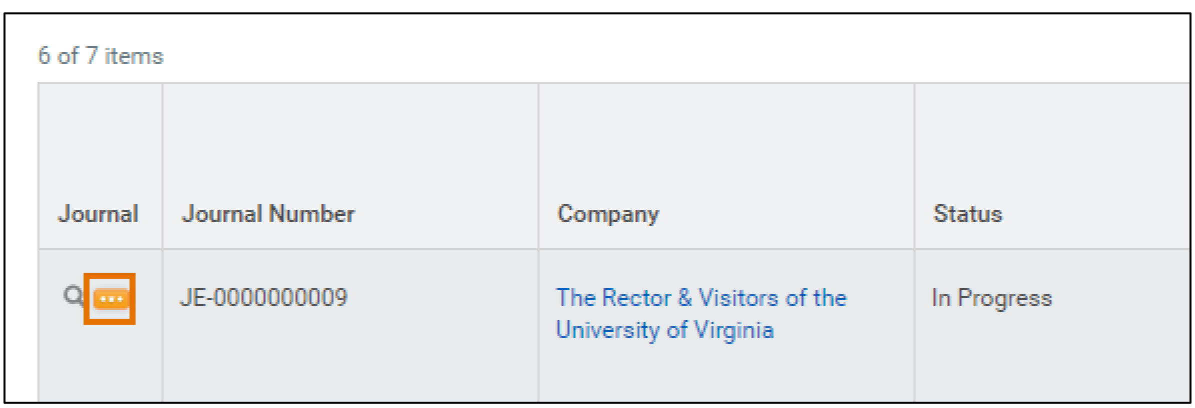
3. Complete the following required fields:
   - **Company** – select the appropriate company.
   - **Year** – select the appropriate financial year for the journal.
   - **Period** – select the period for the journal.
   - **Status** – select **In Progress.**

NOTE	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.**

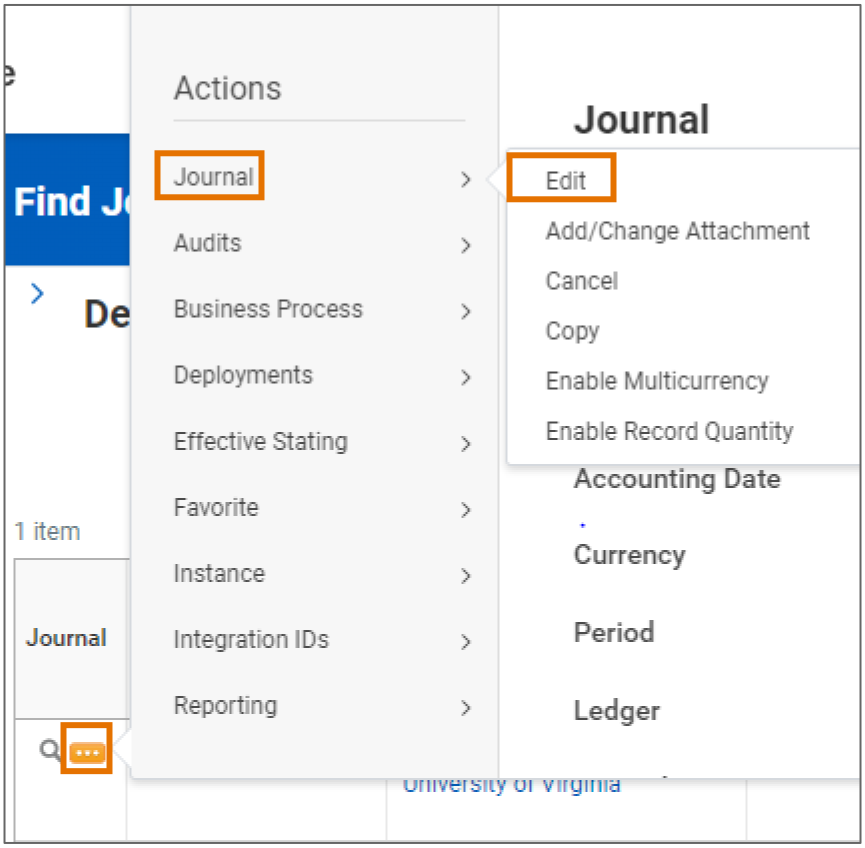
On the second **Find Journals** screen:

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


6 of 7 items

Journal	Journal Number	Company	Status
	JE-0000000009	The Rector & Visitors of the University of Virginia	In Progress

6. Select **Journal** > **Edit.**



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.