Create Accounting Journal

This Quick Reference Guide (QRG) is designed to walk an Accountant through the steps to create an accounting journal in Workday. By the end of this QRG, you will be able to successfully create a manual journal entry which would allow you to transferring funds, reallocate funds or make adjustments that can’t be completed using the Accounting Adjustment.

| NOTE |
If you need to charge another unit for goods or services, see the Create Internal Service Delivery QRG.

If you need to make changes to expense reports or supplier invoices, see the Perform Accounting Adjustment QRG.

Procedure: Create Accounting Journal

On the Workday Home screen:

1. Type Create Journal in the search field.
2. Select the Create Journal task from the Search Results.

On the Create Journal screen:

3. Complete the following required fields:
   - Ledger – select the appropriate ledger. Select your company’s Actuals ledger.
   - Accounting Date – select the appropriate Accounting Date for the Ledger.
   - Period - will auto-populate based on Accounting Date.
   - Currency – will auto-populate based on Ledger.
   - Journal Source – select the appropriate Journal Source for your journal entry.

   | NOTE |
   Departmental users should select either Manual Journal or Manual Journal Transfers. Manual Journal Transfers are used when transferring funds to another account using the 89XX ledger accounts and spend categories. For all other types of journals, select Manual Journals.

   • Balancing Fund – select the appropriate Fund Worktag you want to use for balancing the journal. You can select FD002

   | NOTE |
   Upon selection of the Balancing Fund field, the Optional Balancing Worktag field becomes editable. The Optional Balancing Worktag is optional.
• Book Code – leave blank
• Memo – Type your 2-letter MBU designation - your computing ID – description of the journal (e.g., FI-dlhSbd-reallocating ISD revenues)
• Control Total Amount – enter the total amount of the debit or credit line. Not required but can help you ensure you have entered all lines.

4. Select Continue to display the Journal Entry Lines and Attachments tabs.

Under the Journal Entry Lines tab (at bottom of the screen):

5. Complete the following required fields for Journal Entry Lines:
• Company (required for all journal lines) – will auto-populate as per the selection in Step 3.

You can remove the company that auto-populates and select a different company. When you have 2 different companies in an Accounting Journal, it triggers Intercompany accounting.

• Ledger Account (required for all journal lines) – select the appropriate ledger account.

To find the correct Ledger Account, you can go to the Ledger Account – Posting Rules Details report and filter by the Spend or Revenue Categories to find the matching Ledger Account.

• Debit Amount or Credit Amount

Debit Amount and Credit Amount must be entered on separate journal lines. Ensure that the total Debit Amount matches the total Credit Amount. Edits to the Debit and Credit Amount fields results in automated changes to the Total As-Entered Transaction Debits and the Total As-Entered Transaction Credit fields under the Journal Details section. The values in these two fields should be the same.
• Gift, Grant, Designated, or Project (at least one required if ledger account is >3999) - type the full value in the field (e.g., DN000311) or type part of it to search for the value (e.g., AS-) and press enter, then select it from the list. One of these worktags must be entered to identify the account to charge.

If you select a Gift worktag, this will populate Fund (required on all journal lines), Cost Center (required on all journal lines), and Function but not the Business Unit from that Cost Center. You will need to confirm you want to use that Cost Center worktag from the selected gift.

If you want to use the Cost Center that was populated, you will need to enter a Business Unit worktag in the Additional Worktags field.

If you do not want to use that Cost Center, you can select a new Cost Center worktag which will populate a Business Unit worktag.

Business Unit is required on all journal lines if the company is R&V.

• Spend and Revenue categories (required if ledger account is >3999): select the appropriate spend or revenue category.
• Other additional worktags (e.g., program, activity, etc.) are optional.

The Spend Category and Revenue Category has to match the ledger account. As mentioned above you can reference the Ledger Accounting – Posting Details report to find the appropriate ledger account/revenue category/spend category combination.
| NOTE | Additional Journal Entry Lines can be added using the (+) icon and existing Journal Lines can be deleted using the (−) icon. All fields under the Journal Entry Lines tab that are not mentioned above are optional. |
|      | All fields in the Attachments tab are optional. |
6. Select Submit to submit the request.

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