

**Create Adaptive Seeding Entry for New Cost Center - Overview**

This Quick Reference Guide (QRG) is designed to walk users through the process(es) in Workday to ensure a new Cost Center is available to use in Adaptive Planning. When a new Cost Center is created in Workday, it is not immediately available in Adaptive Planning. The only way to get the Cost Center into Adaptive Planning is to complete a transaction. The preferred process is to enter any transaction that needs to be completed for the new Cost Center. However, if you do not have a transaction you need to complete right away, you can create an Accounting Journal for \$.01 that you would set to reverse. By the end of this QRG, you will know how to create the necessary transaction to make the Cost Center available in Adaptive Planning.

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**Enter a Transaction**

You can create any transaction that needs to be completed using the new Cost Center. This transaction will update Adaptive Planning with new Cost Center for you to select. Any transaction that posts to the new Cost Center will work. The new Cost Center will be available in Adaptive Insights the next day as long as the transaction is posted by 5pm.

**List of Quick Reference Guides (QRG) for transactions:**

- [Create Accounting Journal](#)
- [Perform Accounting Adjustment](#)
- [Create Expense Report](#)
- [Create Internal Service Delivery](#)
- [Create Purchase Requisition](#)
- [Create Supplier Invoice Request](#)

 <p><b>NOTE</b></p>	<p>This list is not a complete list of transactions, these are the most common transactions. You can find the full list of QRGs on the <a href="#">FST Training Website</a>.</p> <p>You will only be able to create a transaction if you have the required security role. The security roles required are listed on each QRG.</p>
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**Create Adaptive Seeding Accounting Journal**

If you do not have a transaction that needs to be completed using the new Cost Center, you will need to create an Accounting Journal that will be for \$.01 that you will set up to reverse automatically.

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 today’s date.
  - **Period** - will auto-populate based on Accounting Date.
  - **Currency** – will auto-populate with USD.
  - **Journal Source** – select **Manual Journal Transfers**.
  - **Balancing Fund** – select **FD002**. Leave the **Optional Balancing Worktag** field blank.
  - **Book Code** – leave blank.
  - **Memo** – Type your 2-letter MBU designation - your computing ID – description of the journal. (e.g., FI-dlh5bd- Adaptive Planning Seeding Entry for new CC)
4. Select the **Create Reversal** check box
5. Enter **Reversal Date** – enter the same date as the Accounting Date – Today's date.

**Create Journal**

Fill out the header information and click continue to enter journal lines.

<p><b>Ledger</b> * <input type="text" value="The Rector &amp; Visitors of the University of Virginia : Actuals"/> ?</p> <p><b>Accounting Date</b> * <input type="text" value="09/23/2022"/> ?</p> <p><b>Period</b> Sep-FY2022-2023 Actuals (The Rector &amp; Visitors of the University of Virginia)</p> <p><b>Currency</b> USD</p> <p><b>Journal Source</b> * <input type="text" value="Manual Journal Transfers"/> ?</p> <p><b>Display Account Set</b> (empty)</p> <p><b>Balancing Fund</b> <input type="text" value="FD002 Unrestricted Local Fund"/> ?</p> <p><b>Optional Balancing Worktags</b> <input type="text"/> ?</p> <p><b>Currency Rate Type</b> (empty)</p> <p><b>Book Code</b> <input type="text"/> ?</p>	<p><b>Memo</b> <input type="text" value="FI-dlh5bd-Adaptive Planning Seeding Entry"/> ?</p> <p><b>External Reference ID</b> <input type="text"/> ?</p> <p><b>Record Quantity</b> <input type="checkbox"/></p> <p><b>Enable Multicurrency</b> <input type="checkbox"/></p> <p><b>Include Tax Lines</b> <input type="checkbox"/></p> <p><b>Disable Optional Worktag Balancing</b> <input type="checkbox"/></p> <p><b>Adjustment Journal</b> <input type="checkbox"/></p> <p><b>Create Reversal</b> <input checked="" type="checkbox"/></p> <p><b>Reversal Date</b> * <input type="text" value="09/23/2022"/> ?</p> <p><b>Control Total Amount</b> <input type="text" value="0.00"/> ?</p>
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 <p><b>NOTE</b></p>	<p>By selecting the Create Reversal checkbox and selecting a date, you are telling Workday to automatically reverse this journal on the date selected. This will zero out this \$.01 transaction.</p> <p>This journal will create/appear on an Account Certification, so you will want to make sure the Cost Center Fiscal Specialist and Cost Center Manager are aware this is happening.</p>
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6. Select **Continue** to display the Journal Entry Lines and Attachments tabs.

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

7. Complete the following required fields for the first Journal Entry Line:
  - **Company** – will auto-populate as per the selection in Step 3.
  - **Ledger Account**– enter **8904** and hit **Enter** on keyboard. Ledger 8904:Non-Mandatory Transfers
  - **Debit Amount** – enter **.01** and hit **Enter** on keyboard.
  - **Memo** – enter **Adaptive Planning Seeding Entry for new CC.**
  - **Budget Date** – will auto-populate with today’s date. Leave as is.
  - **Designated** – enter **DN001950**. Designated: IN-Adaptive Seeding
  - **Fund** - will auto-populated upon completion of the Designated field.
  - **Cost Center** – enter the new **Cost Center**.
  - **Additional Worktags:**
    - **Business Unit (required on all journal lines if company is R&V)** may auto-populate based on the selected **Cost Center**. If the field does not auto-populate, select the appropriate **Business Unit**.
    - **Spend category:** enter **SC0004** and hit **Enter** on Keyboard. Spend Category: Non-Mandatory Transfers

8. Complete the following required fields for the second Journal Entry Line:
  - **Company** – will auto-populate as per the selection in Step 3.
  - **Ledger Account**– enter **8904** and hit **Enter** on keyboard. Ledger 8904:Non-Mandatory Transfers
  - **Credit Amount** – enter **.01** and hit **Enter** on keyboard.
  - **Memo** – enter **Adaptive Planning Seeding Entry for new CC.**
  - **Budget Date** – will auto-populate with today’s date. Leave as is.
  - **Designated** – enter **DN001950**. Designated: IN-Adaptive Seeding
  - **Fund** - will auto-populated upon completion of the Designated field.
  - **Cost Center** – enter an existing **Cost Center**. Different from the one above.
  - **Additional Worktags:**
    - **Business Unit (required on all journal lines if company is R&V)** may auto-populate based on the selected **Cost Center**. If the field does not auto-populate, select the appropriate **Business Unit**.
    - **Spend category:** enter **SC0004** and hit **Enter** on Keyboard. Spend Category: Non-Mandatory Transfers
9. Select **Submit** to submit the request.

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

*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Gift	Grant
<input type="checkbox"/> The Rector & Visitors of the University of Virginia	<input type="checkbox"/> 8904:Non-Mandatory Transfers	0.00	0.01	Adaptive Planning Seeding Entry		09/14/2022		
<input type="checkbox"/> The Rector & Visitors of the University of Virginia	<input type="checkbox"/> 8904:Non-Mandatory Transfers	0.01	0.00	Adaptive Planning Seeding Entry		09/14/2022		

Designated	Project	*Fund	*Cost Center	Function	Program	Additional Worktags
<input type="checkbox"/> DN000111 FI-Local Operations		<input type="checkbox"/> FD002 Unrestricted Local Fund	<input type="checkbox"/> CC1928 FI-Adjustments	<input type="checkbox"/> FN030 Fiscal Operations		<input type="checkbox"/> Business Unit: BU16 CO-Operations Admin <input type="checkbox"/> Spend Category: Non-Mandatory Transfers (SC0004)
<input type="checkbox"/> DN000111 FI-Local Operations		<input type="checkbox"/> FD002 Unrestricted Local Fund	<input type="checkbox"/> CC0481 FI-Financial Accounting	<input type="checkbox"/> FN030 Fiscal Operations		<input type="checkbox"/> Business Unit: BU16 CO-Operations Admin <input type="checkbox"/> Spend Category: Non-Mandatory Transfers (SC0004)