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

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 FST Training Website.

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.
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.
   - **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.
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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.

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.

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.