

**Edit, Copy, and Cancel Accounting Journal Overview**

This Quick Reference Guide (QRG) is designed to walk an **Accountant** through the steps to edit, copy, and cancel an accounting journal in Workday. By the end of this QRG, users will be able to edit, copy, or cancel an accounting journal depending on the status of the journal.

The table below describes the different journal statuses in Workday:

Status	Journal Status Description	Actions allowed
Created	Journal yet to be submitted	Edit, Copy, and Cancel
In Progress	Journal pending for some action in the business process	Edit, Copy, and Cancel
Posted	Journal received all the required approvals	Copy
Canceled	Journal has been cancelled	Copy

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**Edit Accounting Journal Overview**

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**.


 <b>NOTE</b>	All fields on the <b>Find Journals</b> screen that are not mentioned above are optional, however they assist in narrowing down the search.
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4. Select **OK**.

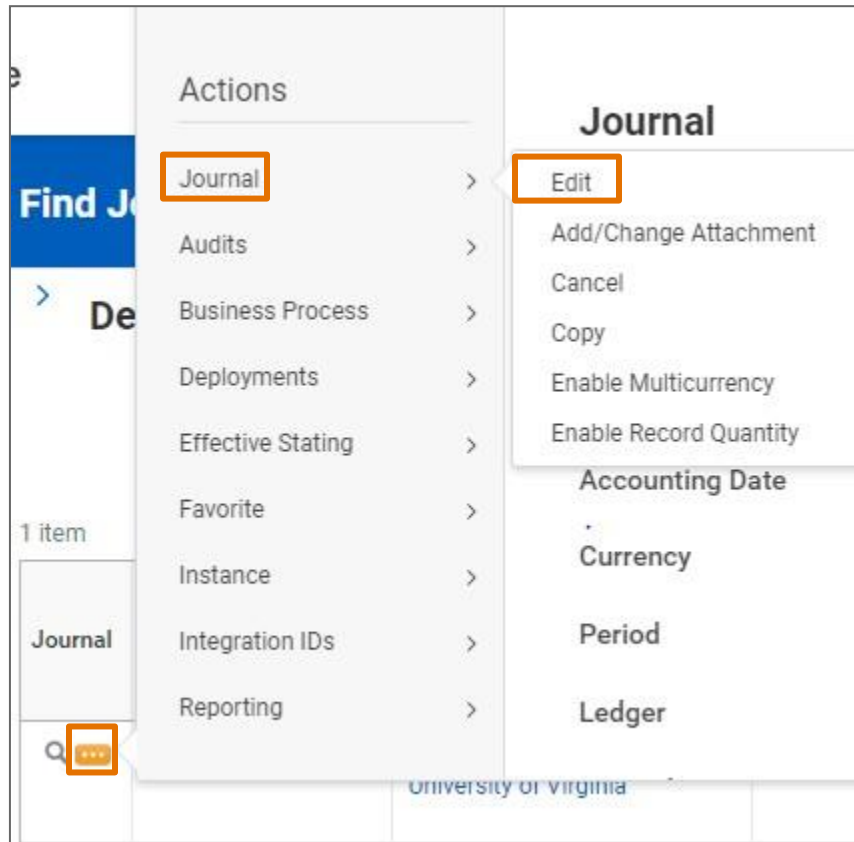
On the second **Find Journals** screen:

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

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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.

 <b>NOTE</b>	<p><b>Accounting Date</b> and <b>Journal Source</b> are required fields.</p>
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Under the **Journal Entry Lines** tab:

10. Review and edit the fields as needed.

 <b>NOTE</b>	Company, Ledger Account, and Memo required fields.
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11. Select **Submit**.

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


## Copy Accounting Journal Overview

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 the status of the journal you want to copy.

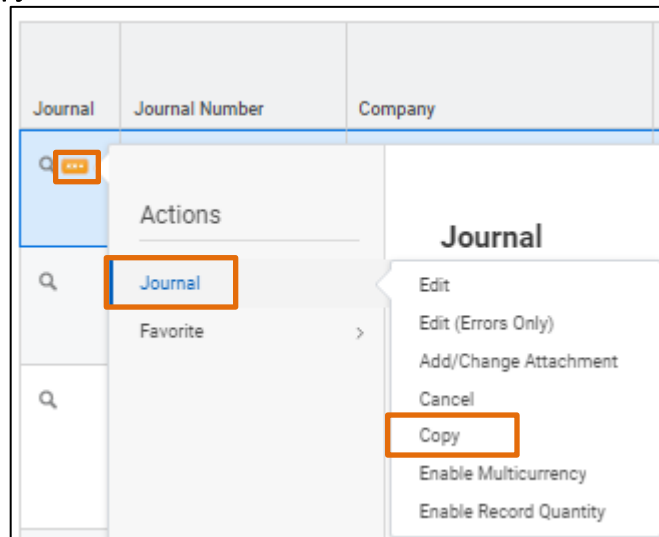
 <b>NOTE</b>	All fields on the <b>Find Journals</b> screen that are not mentioned above are optional, however they assist in narrowing down the search.
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4. Select **OK**.

On the second **Find Journals** screen:

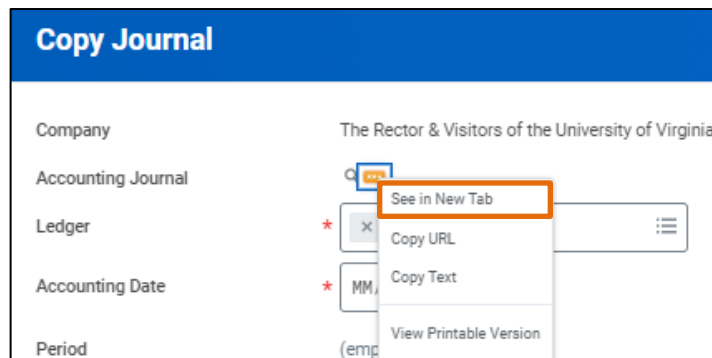
5. Select the **Related Actions (...)** menu under the Journal column of the journal to edit.

6. Select **Journal > Copy**.



On the **Copy Journal** screen:

7. Review information and make sure you want to copy the journal by right clicking the related actions next to the magnifying glass and select **See in New Tab**.



8. Complete the following required fields:

- **Ledger** – review and make changes as needed.
- **Accounting Date** – select the current date or the date you are planning on submitting the journal. Please note: If you are copying a journal from a closed period, make sure to change the accounting date to the current open period.
- **Memo** – change this to the memo of your new journal.

9. Click **OK**.


On the **Edit Journal** screen:

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

10. Review and edit the fields as needed.

Under the **Journal Entry Lines** tab:

- Review and edit the fields as needed.

 <b>NOTE</b>	<p><b>Company, Ledger Account, and Memo</b> required fields.</p>
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- Click **Submit**.

You have successfully completed this task.


## Cancel Accounting Journal Overview

On the Workday **Home** screen:

- Type **Find Journals** in the search field.
- Select the **Find Journals** report from the **Search Results**.

On the **Find Journals** screen:

- 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 **Created** or **In Progress**.

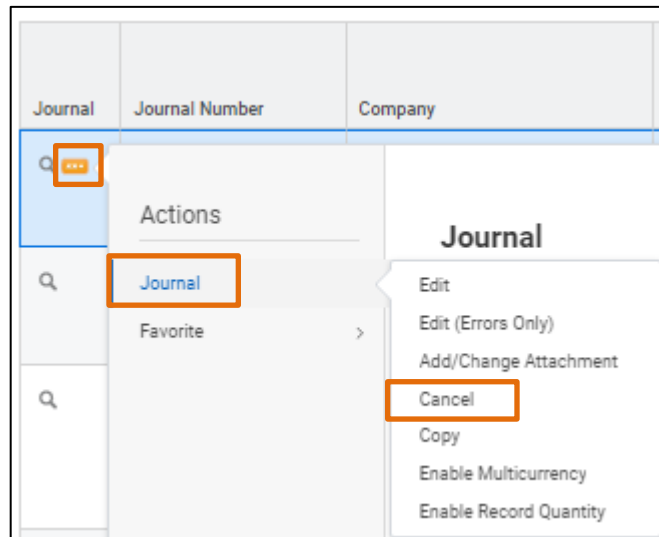
 <b>NOTE</b>	<p>All fields on the <b>Find Journals</b> screen that are not mentioned above are optional, however they assist in narrowing down the search.</p>
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- Select **OK**.

On the second **Find Journals** screen:

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

6. Select **Journal** > **Cancel**.



On the **Cancel Journal** screen:

7. Review information and make sure you want to cancel the journal.
8. Select **OK**.
9. Select **Done**.

You have successfully completed this task.