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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Journal Status Description</th>
<th>Actions allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>Journal yet to be submitted</td>
<td>Edit, Copy, and Cancel</td>
</tr>
<tr>
<td>In Progress</td>
<td>Journal pending for some action in the business process</td>
<td>Edit, Copy, and Cancel</td>
</tr>
<tr>
<td>Posted</td>
<td>Journal received all the required approvals</td>
<td>Copy</td>
</tr>
<tr>
<td>Canceled</td>
<td>Journal has been cancelled</td>
<td>Copy</td>
</tr>
</tbody>
</table>

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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.

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.

<table>
<thead>
<tr>
<th>Journal</th>
<th>Journal Number</th>
<th>Company</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>JE-000000009</td>
<td>The Rector &amp; Visitors of the University of Virginia</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

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.

Accounting Date and Journal Source are required fields.
Under the **Journal Entry Lines** tab:

10. Review and edit the fields as needed.

| 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.

## 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.

| 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.

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:

11. Review and edit the fields as needed.

   **NOTE**
   
   *Company, Ledger Account* and *Memo* required fields.

12. Click **Submit**.

You have successfully completed this task.

### Cancel 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 **Created** or **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. 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.