

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 cannot be completed using the Accounting Adjustment.



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 (except changing the Spend Category) or paid 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**. Use today’s date.
 - **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.




Departmental users should select one of the following:

- **Manual Journal** – use this source if none of the others below fit your use case.
- **Manual Journal Transfers** - transferring funds to another account using the 89XX ledger accounts and spend categories
- **Manual Mass Transfer Journals** – mass transfers/allocations within your own MBU using the 89XX ledger accounts, typically for internal fund realignment entries. This will skip departmental approvals (cost center/gift manager) and route to your manager instead. Typically, these would only be done at the MBU level (e.g., VP or Dean’s Office)
- **Grant Cost Transfer** – using a Grant worktag when it is less than 90 days past the original Accounting Date.
- **Grant Retro Cost Transfer** - using a Grant worktag when it is more than 90 days past the original Accounting Date.
- **FY22 Fund Balance Adjustment** – units can use this source when tracking additional adjustments to your FY22 fund balance. For more information, see Video.

(Continued on the next page)

	<ul style="list-style-type: none"> • Payroll Accounting Adjustment – Historical – See Create Historical Payroll Accounting Adjustment QRG • Remission Reallocation – reallocating tuition and health insurance remission from a clearing account to a Grant only. If you need to have tuition or health insurance remission on a different Gift/Designated/Project, you need to correct that in SIS. Any subsequent reallocations, moving from one Grant to another Grant, Grant to a non-Grant, or non-Grant to a Grant, use Grant Cost Transfer or Grant Retro Cost Transfer Journal Source. Use the following Ledger Accounts and Spend Categories in Journals using the Remission Reallocation Journal Source: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ledger Account</th> <th style="text-align: left;">Spend Category</th> </tr> </thead> <tbody> <tr> <td>6002:Health Services</td> <td>Services Insurance Health Graduate F&A (SC0154)</td> </tr> <tr> <td>8012:Scholarships & Fellowships</td> <td>Fellows Tuition Remission In State Graduate (SC0130)</td> </tr> <tr> <td>8012:Scholarships & Fellowships</td> <td>Fellows Tuition Remission Out of State Graduate (SC0131)</td> </tr> </tbody> </table>	Ledger Account	Spend Category	6002:Health Services	Services Insurance Health Graduate F&A (SC0154)	8012:Scholarships & Fellowships	Fellows Tuition Remission In State Graduate (SC0130)	8012:Scholarships & Fellowships	Fellows Tuition Remission Out of State Graduate (SC0131)
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NOTE

If you are using the **Manual Journal Mass Transfers** source, please be aware of the following:

- Only Accountants can use this journal source
- All Cost Centers on the journal must be within the MBU hierarchy
- Can only use transfer (89XX) ledger accounts
- Cannot use Grants with this journal source
- Journal routes to your Manager for approval (skips approval from Cost Center Manager/Gift Manager)
- Typically, should only be performed in the VP/Dean’s Office. If unsure, check with your VP/Dean’s Office before using


- **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 and can be left blank.

- **Book Code** – leave blank.
- **Memo** – Type your 2-letter MBU designation - your computing ID – description of the journal – original transaction number if needed. (e.g., FI-dlh5bd-reallocating ISD revenues ISD-00000190)
- **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.



NOTE

The Create Reversal Check box should only be selected if you want the journal to automatically reverse. If you select this box, you will be prompted to give a date when you want the journal to reverse. This would be used for new cost center Adaptive Seeding entries.

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.

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NOTE

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. Intercompany accounting will automatically create another journal that will post to the Company that differs from the header Company.

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

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NOTE

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

- **Debit Amount** or **Credit Amount**.


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NOTE

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.


- **Memo** – Enter the reason for the journal including the original transaction number for correction journals.


- **Budget Date** – will auto-populate with today’s date. Enter the date of the original transaction for correction journals or leave as today’s date for other journals. Budget Date drive the Grants Period of Performance.
- **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.

 NOTE	<p>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.</p> <p>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.</p> <p>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.</p> <p>Business Unit is required on all journal lines if the company is Rector & Visitors.</p>
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- **Fund** (required on all journal lines)– will auto-populated upon completion of the Gift, Grant, Designated, or Project field.
- **Cost Center** (required on all journal lines) – select the appropriate **Cost Center**.
- **Function** (required if ledger account is >3999) – may auto-populated upon completion of Gift, Grant, Designated, or Project field. When doing a correction journal, make sure the Function that auto-populates matches the Function that was charged on the original transaction.
- **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** 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.


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

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

 CAUTION	<p>If the Accounting Journal is not approved by all Approvers before Month-End close, it will be cancelled.</p> <p>You can use the Find Journals report to pull a list of journals created with your Cost Center/Cost Center Hierarchy and/or the person that Originated the Journals with the status of Cancelled and the previous period. This will show you all journals that were cancelled. If an Accounting Journal was cancelled, you can click on the Related Actions of the Journal and Copy. You will need to update the Accounting Date with today's date, but you will not have to redo the lines.</p>
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