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:

<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 (Saved for Later)</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>
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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 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 and/or Created to get a list of journals that can be edited.
   - Journal Sources – select the journal source(s) used when creating the journal (i.e., Manual Journal, Manual Journal Transfer, Grant Cost Transfer, etc.)
All fields on the **Find Journals** screen that are not mentioned above are optional, however they assist in narrowing down the search.

**Status** can be left blank if you want to find a journal in any status, but if the status is Posted or Canceled, you will not be able to edit the journal.

**Journal Sources** can also be left blank. The Find Journal report includes both Operational Journals (journals create automatically after an operational task is completed (i.e., Expense Report, Ad Hoc Bank Transaction, Requisition, etc.) and Accounting Journals. Operational Journals cannot be edited using this process.

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 > Edit**.
On the **Confirm Edit Journal** screen:

7. Review information to verify this is the journal you want to edit.
8. Select **Continue**.

   ![NOTE]
   
   If the journal had been submitted and is waiting for approval, selecting the **Continue** button will remove the journal from the Approver’s inbox. Once the edit is completed and submitted, it will route through all approvals again.

On the **Edit Journal** screen:

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

9. Review and edit the fields as needed.

   ![NOTE]
   
   **Accounting Date** and **Journal Source** are required fields.

Under the **Journal Entry Lines** tab:

10. Review and edit the fields as needed.

   ![NOTE]
   
   **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.

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**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 fields:
   - **Company** – select the appropriate company.
   - **Year** – select the appropriate financial year for the journal.
   - **Period** – select the period for the journal.
   - **Status** – *Optional* - select the status of the journal you want to copy.
   - **Journal Sources** – select the journal source(s) used when creating the journal (i.e., Manual Journal, Manual Journal Transfer, Grant Cost Transfer, etc.)

   All fields on the **Find Journals** screen that are not mentioned above are optional, however they assist in narrowing down the search.

   **Status** can be left blank if you want to find a journal in any status. You can copy any journal regardless of the status.

   **Journal Sources** can also be left blank. The Find Journal report includes both Operational Journals (journals create automatically after an operational task is completed (i.e., Expense Report, Ad Hoc Bank Transaction, Requisition, etc.) and Accounting Journals. Operational Journals cannot be copied using this process.

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 to verify this is the journal you want to copy the journal by right clicking the related actions next to the magnifying glass and select **See in New Tab**.

![](Copy Journal.png)

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.png)

**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.
   - **Journal Sources** – select the journal source(s) used when creating the journal (i.e., Manual Journal, Manual Journal Transfer, Grant Cost Transfer, etc.)

   **NOTE**
   - All fields on the Find Journals screen that are not mentioned above are optional, however they assist in narrowing down the search.
   - **Status** can be left blank if you want to find a journal in any status, but if the status is Posted or Canceled, you will not be able to cancel the journal.
   - **Journal Sources** can also be left blank. The Find Journal report includes both Operational Journals (journals create automatically after an operational task is completed (i.e., Expense Report, Ad Hoc Bank Transaction, Requisition, etc.) and Accounting Journals. Operational Journals cannot be cancelled using this process.

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 to verify this is the journal you want to cancel the journal.
8. Select **OK**.
9. Select **Done**.

You have successfully completed this task.