


## 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.

 <p><b>NOTE</b></p>	<p>If you need to charge another unit for goods or services, see the <a href="#">Create Internal Service Delivery QRG</a>.</p> <p>If you need to make changes to expense reports (except changing the Spend Category) or paid supplier invoices, see the <a href="#">Perform Accounting Adjustment QRG</a>.</p>
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## 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.

 <p><b>NOTE</b></p>	<p>Departmental users should select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Manual Journal</b> – use this source if none of the others below fit your use case.</li> <li>• <b>Manual Journal Transfers</b> - transferring funds to another account using the 89XX ledger accounts and spend categories.</li> <li>• <b>Manual Mass Transfer Journals</b> – 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)</li> <li>• <b>Grant Cost Transfer</b> – using a Grant worktag when it is less than 90 days past the original Accounting Date.</li> <li>• <b>Grant Retro Cost Transfer</b> - using a Grant worktag when it is more than 90 days past the original Accounting Date.</li> </ul> <p>(Continued on the next page)</p>
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	<ul style="list-style-type: none"> <li>• <b>Payroll Accounting Adjustment – Historical</b> – See <a href="#">Create Historical Payroll Accounting Adjustment QRG</a></li> <li>• <b>Remission Reallocation</b> – reallocating tuition and health insurance remission from a clearing account to a <b>Grant</b> only. If you need to have tuition or health insurance remission on a different <b>Gift/Designated/Project</b>, you need to correct that in SIS. Any subsequent reallocations, moving from one <b>Grant</b> to another <b>Grant</b>, <b>Grant</b> to a non-Grant, or non-Grant to a <b>Grant</b>, use <b>Grant Cost Transfer</b> or <b>Grant Retro Cost Transfer</b> Journal Source. Use the following <b>Ledger Accounts</b> and <b>Spend Categories</b> in Journals using the Remission Reallocation Journal Source:</li> </ul> <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&amp;A (SC0154)</td> </tr> <tr> <td>8012:Scholarships &amp; Fellowships</td> <td>Fellows Tuition Remission In State Graduate (SC0130)</td> </tr> <tr> <td>8012:Scholarships &amp; 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)
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)								


 <b>NOTE</b>	<p>If you are using the <b>Manual Journal Mass Transfers</b> source, please be aware of the following:</p> <ul style="list-style-type: none"> <li>• Only Accountants can use this journal source.</li> <li>• All Cost Centers on the journal must be within the MBU hierarchy.</li> <li>• Can only use transfer (89XX) ledger accounts.</li> <li>• Cannot use Grants with this journal source.</li> <li>• Journal routes to your manager for approval (skips approval from Cost Center Manager/Gift Manager).</li> <li>• Typically, should only be performed in the VP/Dean’s Office. If unsure, check with your VP/Dean’s Office before using.</li> </ul>
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- **Balancing Fund** – select the appropriate Fund Worktag you want to use for balancing the journal. You can select **FD002**.

 <b>NOTE</b>	<p>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.</p>
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- **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.


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 <p><b>NOTE</b></p>	<p>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.</p>
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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.

 <p><b>NOTE</b></p>	<p>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.</p>
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- **Ledger Account** (required for all journal lines) – select the appropriate ledger account.

 <p><b>NOTE</b></p>	<p>To find the correct <b>Ledger Account</b>, you can go to the <b>Ledger Account – Posting Rule Details</b> report and filter by the Spend or Revenue Categories to find the matching Ledger Account.</p>
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- **Debit Amount or Credit Amount.**

 <p><b>NOTE</b></p>	<p><b>Debit Amount</b> and <b>Credit Amount</b> must be entered on separate journal lines. Ensure that the total Debit Amount matches the total Credit Amount.</p> <p>Edits to the Debit and Credit Amount fields results in automated changes to the <b>Total As-Entered Transaction Debits</b> and the <b>Total As-Entered Transaction Credit</b> fields under the <b>Journal Details</b> section. The values in these two fields should be the same.</p>
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**Journal Information**

Ledger: Southwest Virginia Higher Education Center : Actuals

Accounting Date: \* 02/14/2022

Period: Feb-FY2021-2022 Actuals (Southwest Virginia Higher Education Center)

Currency: \* USD

Journal Source: \* Manual Journal

Balancing Fund: \* FD003 Unrestricted Auxiliary Fund (State 08060)

Optional Balancing Worktags:

Book Code:

**Journal Details**

Memo:

External Reference ID:

Adjustment Journal:

Create Reversal:

Reversal Date:

Include Tax Lines:

Control Total Amount: 0.00

Total As-Entered Transaction Debits 100.00

Total As-Entered Transaction Credits 100.00


**Journal Entry Lines** 2 items

Order	Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Gift	Grant
1	Southwest Virginia Higher Education Center	1000:Cash and Cash Equivalents	100.00	0.00			02/14/2022		
2	Southwest Virginia Higher Education Center	1001:Petty Cash Clearing	0.00	100.00			02/14/2022		


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- **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.


 <p><b>NOTE</b></p>	<p>If you select a <b>Gift</b> worktag, this will populate <b>Fund</b> (required on all journal lines), <b>Cost Center</b> (required on all journal lines), and <b>Function</b> but not the <b>Business Unit</b> from that <b>Cost Center</b>. You will need to confirm you want to use that <b>Cost Center</b> worktag from the selected gift.</p> <p>If you want to use the <b>Cost Center</b> that was populated, you will need to enter a <b>Business Unit</b> worktag in the <b>Additional Worktags</b> field.</p> <p>If you do not want to use that <b>Cost Center</b>, you can select a new <b>Cost Center</b> worktag which will populate a <b>Business Unit</b> worktag.</p> <p><b>Business Unit</b> is required on all journal lines if the company is Rector &amp; 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, Assignee, etc.) are optional.

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

 <p><b>CAUTION</b></p>	<p>If the Accounting Journal is not approved by all Approvers before Month-End close, it will be cancelled.</p> <p>If your Accounting Journal gets canceled. Use the Copy section of the <a href="#">Edit, Copy, and Cancel Accounting Journal</a> QRG to copy your journal. You will need to rename and update the Accounting Date, but everything else can stay the same.</p>
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