Cancelling Accounting Journals
Agenda

- Current Process
- Changes to the Current Process
- Implementation of the Changes
- Report to Run to Find Accounting Journals
- Cancelling Accounting Journals
- Copying Cancelled Accounting Journals
- Contacting Central Finance
- Questions
Current Process

• Central Finance closes ‘In Progress’ journal entries during the Month End Close
• Users are notified with an automated Workday message stating a journal has been cancelled as well as an email from Financial Reporting stating why your journal was cancelled and how to copy cancelled journal if necessary.
Changes to Current Process

- Central Finance will close ‘In Progress’ & ‘Created’ journal entries during the Month End Close
Implementation of Changes

• Early April - Financial Reporting team will work with users that have accounting journals that were ‘Created’ prior to April to cancel journal or if the journal is needed, acquire on how to fix to submit for approval.

• Last day of April – during the Month End Close Process, journal entries with a status of ‘In Progress’ or ‘Created’ will be cancelled
Report to Run to Find Accounting Journals

1. In the Workday Search Bar type ‘Find Journals’

2. Complete the following fields:
   a) Company: UVA, Wise, etc.
   b) Year: Current Fiscal Year (more than one fiscal year can be selected)
   c) Period: Current Month (more than one period can be selected)
   d) Status: Created & In Progress

3. Select OK
Report to Run to Find Accounting Journals

4. A listing of all your journal entries that are either in status ‘Created’ or ‘In Progress’ will appear
Cancelling Accounting Journals

1. Select the Related Actions (…) next to the magnifying glass for the journal you would like to cancel
2. Select Journal for a listing to appear
3. Select Cancel
4. A new screen will appear to confirm you want to cancel the journal – select OK
Copying Cancelled Accounting Journals

1. Select the Related Actions (…) next to the magnifying glass for the journal you would like to copy
2. Select Journal for a listing to appear
3. Select Copy
4. Copy Journal screen will appear – review the information and make changes as needed
5. Click Submit
Need to Contact Central Finance

• Any questions related to cancelling a journal, copying a cancelled journal, etc. - please email askfinance@virginia.edu and request for your question to be sent to the Financial Reporting team
Any Questions?