



# Create and View Journals



*The Create and View Journals tip sheet is for the Accounting Team.*

## Create a Manual Journal

Accounting journals are manual journals that may be used to move funds from one account to another for reasons such as: to correct transactions posted to the wrong account, correcting a spend category, revenue category, or to record a transaction

1. From the Workday Search bar, type “**Create Journal**” and select the task. The Create Journal page displays.
2. Select the **Ledger**. You must always choose Actuals of the ledger you are selecting.
3. Select the **Accounting Date** that the journal needs to hit the ledger.
4. Select the **Journal Source**.
  - If grants are involved, **Manual with ACP award cost processing**.
  - When creating a manual journal entry, the Journal Source will be **Manual Journal** most of the time.
5. Required: Select a **Balancing fund**.
6. In the **Memo** field, type a brief description of the journal entry.
7. Select **Continue**.
8. From the **Journal Lines** tab, complete the **Debit** line as follows:
  - a. The **Company** pre-populates based on what was previously entered.
  - b. Enter the **Ledger Account**. You cannot use control accounts as doing so will generate an error.
  - c. Enter the **Debit Amount**.
  - d. Enter a brief description in the **Memo** field.
  - e. The **Budget Date** defaults reflecting the Accounting Date.
  - f. **Entity** should be the school in which you would like to enter a Cost Center to help narrow down information.
  - g. Enter the **Spend Category**.

**NOTE:** Spend Category or Revenue Category are required for P&L accounts and are only alpha entry.

- h. Enter the applicable **Cost Center**, **Project**, **Program**, or **Grant**.

**NOTE:** **Company**, **Ledger Account**, and **Cost Center** can be entered using either alpha or numeric entry.

9. The **Fund and State Exhibit** under **Additional Worktags** pre-populates based on the Cost Center that was previously entered.
10. Complete the **Credit** line as follows:
  - a. The **Company** pre-populates based on what was previously entered but can be changed.
  - b. Enter the **Ledger Account**. Do not use control accounts as doing so will generate an error.
  - c. Enter the **Credit Amount**. A negative sign in front of the value is not required.
  - d. Enter a brief description in the **Memo** field.
  - e. The **Budget Date** defaults reflecting the Accounting Date.
  - f. **Entity** should be the school in which you would like to enter a cost center to help narrow down information.
  - g. Enter the **Spend Category**.

**NOTE:** **Spend Category** or **Revenue Category** are required for P&L accounts and are only alpha entry.

- h. Enter the applicable **Cost Center**, **Project**, **Program**, or **Grant**.

**NOTE:** **Company**, **Ledger Account**, and **Cost Center** can be entered using either alpha or numeric entry.

- i. The **Fund and State Exhibit** under **Additional Worktags** pre-populates based on the Cost Center that was previously entered.
11. Select the **Attachments** tab and upload required documentation.
12. Click **Submit**. Workday checks for errors. If no errors are found, entries route for approval and remain in the status of In Progress until an approval is granted. Once submitted, the Accounting Operations Lead or the Financial Executive will make the final approval of the Journal.

**NOTE:** Workday automatically assigns a journal entry number once the process has been fully completed.

## View Journals

1. In the Workday Search bar, type "**Find Journals**" and select the report.
2. Select the **Company**, **Year**, and **Period**.
3. Select **OK**.