Journal: Create Transfers

Create Transfer Journal

1. Log into Workday, then in the search field, type *Create Journal*.

2. Click *Create Journal* in the search results.

3. In the Ledger field, click the Prompt, and then select the ledger *Florida Atlantic University: Actuals* from the dropdown menu.

4. In the Accounting Date field, select the *Accounting Date* by selecting from the calendar, or manually type the date of the entry in MM/DD/YYYY format.
Journal: Create Transfers

5. In the Journal Source field, click the Prompt, then select Transfer Journal.

6. In the Balancing Fund field, type FAU_99999 and press enter or click the prompt then select FAU_99999 FAU_Default Fund from the dropdown menu.

7. In the Memo field, type a short description of the purpose/reason for creating the journal.

Note: It is optional to enter a Control Total Amount in the box above. Workday automatically calculates your total debits and your total credits after you enter your journal entry lines.

8. Click Continue (bottom left corner of window).
Journal: Create Transfers

9. Click the Attachments tab, then either click the “paperclip” icon and select your supporting document files (copy of the ledger and invoice, statement, receipt, travel report, or any other supporting documentation), or drag and drop your supporting documents into the blue box.

10. Add a short comment in the Comment field to describe each attachment. If you need to delete the attachment, click on the “trash can” icon.

11. Click on the Journal Entry Lines tab.

12. The *Company field on each journal entry line will default in with the “Florida Atlantic University.”
13. Click on the “Prompt” in the Ledger Account field, and select from the four transfer accounts shown below based on the transfer type. You may use the drop down menu or type the account number and/or name in the search field.

**Transfer Types**

**13a. INTRA-Fund Transfer** – use these transfer accounts when completing a transfer between the same Fund types (e.g. transfer from one Auxiliary Fund to another Auxiliary Fund).

79050: INTRA-Fund Transfers Out (Debit)
59001: INTRA-Fund Transfers IN (Credit)

**13b. INTER-Fund Transfer** – use these transfer accounts when completing a transfer between different Fund types.

79004: INTER-Fund Transfers Out (Debit)
59000: INTER-Fund Transfers IN (Credit)

14. Enter the Debit Amount or Credit Amount on each journal entry line. Do not enter both a debit and credit amount on one line.
**Journal: Create Transfers**

15. Provide a more detailed **Memo** (a detailed justification/purpose for the journal entry line) in the memo section. Remember this can be more detailed than the memo you entered in the header section.

*Hint:* the copy and paste feature can be used.

16. **Budget Date** defaults to the Accounting Date chosen in **Step 4**, and **should not be changed**. Workday will place a hard stop on the journal transaction if this date is changed.

17. Click the **SmartTag** Prompt, then type in the Search field the name of the SmartTag. Once you select the SmartTag, the Cost Center, Fund, Business Unit, and Program fields will populate automatically.

*Hint:* If you click on SmartTag within the dropdown menu, you will receive a “too many results – search to refine” message. Please use the Crosswalk site to locate your Workday SmartTag (Banner Index equivalent) and/or use search box to narrow your results.
Journal: Create Transfers

18. In the Additional Worktags field on each journal line, click the prompt and select the revenue or spend category for another sub-drop down menu.

19. For Transfers IN accounts 59001 or 59000 shown in Step 13, select the applicable Revenue Category shown below. You may scroll down and click to select one of the Revenue Categories from the drop down list or use the search field.

Revenue Category: Intra-Fund Revenue
Revenue Category: Inter-Fund Revenue
Journal: Create Transfers

20. For Transfers OUT accounts 79050 or 79004 shown in Step 13, select the applicable Spend Category shown below. You may scroll down and click to select one of the Spend Categories from the drop down list or use the search field.

Spend Category: INTRA-Fund Transfers Out
Spend Category: INTER-Fund Transfers Out

21. Repeat steps 12-20 until you have filled in all your journal lines.

22. If you have more than two lines, to add an additional line(s), click either plus sign shown below to add a line.
Journal: Create Transfers

23. If you need to delete a line(s), click the minus sign to remove the journal entry line.

![Journal Entry Lines](image)

24. If needed, use the Order arrows to reorder the journal entry lines.

![Order Arrows](image)

25. Once you have entered all the necessary journal entry line information (as shown in the previous steps), and you have attached your supporting documents, click Submit.

![Submit Button](image)

26. If you receive an error message, resolve the error(s) then click "Submit" again.

![Errors: 1](image)

27. If you are not ready to “submit” your entry, click “Save for Later.” You can locate any created (but not yet submitted) journal entries, by using the “Find Journals” task and filling in the necessary search parameters including your name in the “Originated By” field to narrow your search results.

28. If there are no errors, you will see a “Business Process Record” screen which will also tell you who is next on the approval chain in the “Up Next” section.

![Business Process Record](image)
Journal: Create Transfers

29. You can click on **Details and Process** to obtain more information about the journal in the **Detail** tab (a summary of the journal, journal number, and current status) as well as the **Process** tab which allows you to see the next step(s) on the approval chain. Your entry is NOT posted until all approvals are complete and the journal entry status is changed to "Posted."

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**Check on the Status of the Journal**

1. View the **Archive** tab of your inbox. Use the **Process Tab** to identify remaining steps in the approval chain.

2. Use **Find Journal** from the homepage search box.