Create Journal for a Grant

1. From the search field, type **Create Journal**:  
   ![Search field](image)

2. Click **Create Journal** from the search result.

3. Select the Ledger **Florida Atlantic University: Actuals**.
   ![Ledger selection](image)

4. Select the Accounting **Date** by selecting from the calendar. Use today's date.
   ![Accounting Date](image)

5. Select the Journal Source **Accounting Journal**.
   ![Journal Source](image)

6. Select the Balancing Fund **FAU_99999 FAU_Default Fund**.
   ![Balancing Fund](image)

7. Select **Continue**.
   ![Continue button](image)

8. **Attach** a copy of the ledger and invoice, statement, receipt or travel report.
   ![Attachments](image)

9. Complete the **Journal Entry Lines**.
   ![Journal Entry Lines](image)
**Journal: Create a Journal for a Grant**

10. Enter the **Debit** and **Credit amounts**.
    
    **Note**: debit ≈ move expenditure to and credit ≈ move expenditures from.

11. Provide the **purpose of the journal** (a detailed justification) in the memo section.
    
    **Hint**: the copy and paste feature can be used.

12. **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.

13. Select a Grant **SmartTag**.
    
    The SmartTag field is searchable by PI Name, Sponsor Acronym or Banner Index Number.

14. Enter both the associated **Spend Category** and **Object Class** for each journal entry line in the Additional Worktags field.

15. Enter the associated **Ledger Account**.

16. Use the **+** to add additional journal entry lines.

17. Use the **▼▼** arrows to reorder the journal entry lines.

18. Select **Submit**

**Check on the Status of the Journal**

1. View the **Archive** tab of your inbox. Use the **Process Tab** to identify the approval process.
2. Use **Find Journal** from the homepage search box.