**Journal: Create a 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.
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5. In the Journal Source field, click the Prompt, then select Accounting 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.

   - **Memo**: 
     - Type the "primary" purpose of the journal here.

   - **Enable Multicurrency**: 
     - Optional

   - **Adjustment Journal**: 
     - Optional

   - **Create Reversal**: 
     - Optional

   - **Reversal Date**: 
     - Optional

   - **Control Total Amount**: 
     - Optional
     - 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).
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 locate then select the account on the drop down menu. If you prefer, you may also type the account number and/or name in the search field.

*** Use the Crosswalk site to find the Workday ledger account that replaces the Banner ledger account. ***

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.

Note: When moving your expenditures, debit to increase the expense, or credit to decrease the expense.
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.

***Use the Crosswalk site to find the Workday ledger account that replaces the Banner ledger account.***
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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. To select a Revenue Category, after you click on “Revenue Category,” then scroll and click to select your Revenue Category from the drop down list (you may also use the search field).
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20. To select a Spend Category, after you click on “Spend Category,” click “Spend Category” again, then scroll and click to select your Spend Category from the drop down list (you may also use the search field).

21. Repeat steps 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.

Remember you can use the Crosswalk site to select the associated ledger account, SmartTag, and Spend Category and/or Revenue Category for each journal entry line. This site provides the Workday equivalents to your Banner indexes and account codes.
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23. If you need to delete a line(s), click the minus sign to remove the journal entry line.

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

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.

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

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.
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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.”

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.