

Journal: Create a Journal

Create Journal

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



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



Categories

Common

Assets

Banking

Expenses

Search Results 2 items

Tasks and Reports

Create Journal

Create Recurring Journal Template

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

Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	*	search	⌵
Accounting Date	*	__/__/____	📅
Period		(empty)	
Currency		(empty)	
Journal Source	*	search	⌵

Click the "Prompt"

search
Florida Atlantic University : Actuals
Florida Atlantic University : Commitment
Florida Atlantic University : Obligation

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.

Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	*	Florida Atlantic University : Actuals	⌵
Accounting Date	*	__/__/____	📅
Period		(empty)	
Currency		(empty)	
Journal Source	*	search	⌵
Disbursement		(empty)	
Balancing Fund		search	⌵

Click and select the journal date on the calendar

May 2015
S M T W T F S
26 27 28 29 30 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6

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- In the Journal Source field, click the Prompt, then select **Accounting Journal**.

Create Journal

Fill out the header information and click continue to enter journal lines.

The screenshot shows the 'Create Journal' form with the following fields: Ledger (Florida Atlantic University : Actuals), Accounting Date (05/21/2015), Period (May-FY2015 Actuals (Florida Atlantic University)), Currency (USD), Journal Source (search), and Display Account Set (empty). The Journal Source dropdown menu is open, showing a search bar and a list of options, with 'Accounting Journal' circled in green.

- 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.

Create Journal

Fill out the header information and click continue to enter journal lines.

The screenshot shows the 'Create Journal' form with the following fields: Ledger (Florida Atlantic University : Actuals), Accounting Date (05/21/2015), Period (May-FY2015 Actuals (Florida Atlantic University)), Currency (USD), Journal Source (Accounting Journal), Display Account Set (empty), Balancing Fund (search), Currency Rate Type (empty), and Book Code (search). The Balancing Fund dropdown menu is open, showing a search bar and a list of options, with 'FAU_99999 FAU_Default Fund' circled in green. A red callout box points to the search bar with the text: 'Click the "Prompt," then search for, or scroll to locate the circled fund. Then click on the fund to select it.'

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

The screenshot shows the 'Memo' field with a red callout box pointing to it. The callout box contains the text: 'Type the "primary" purpose of the journal here'. Below the Memo field are checkboxes for 'Enable Multicurrency', 'Adjustment Journal', and 'Create Reversal', and a 'Reversal Date' field. At the bottom is a 'Control Total Amount' field with the value '0.00'.

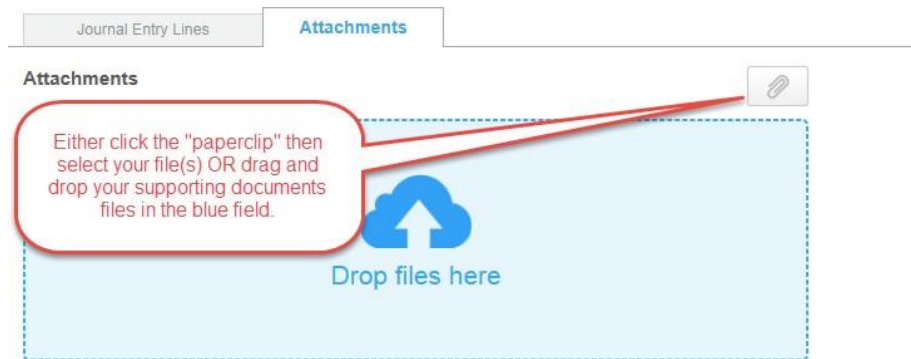
Note: It is optional to enter a Control Total Amount in the box above. Workday automatically calculates your total debits and your total credits after you enter your journal entry lines.

- Click **Continue** (bottom left corner of window).

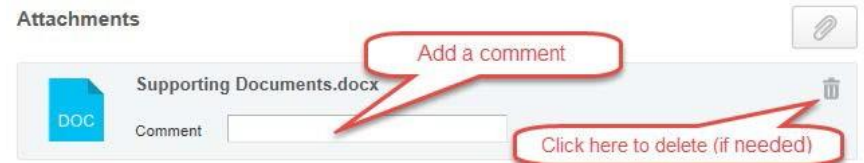


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- 9. Click the **Attachments** tab, then either click the "paperclip" icon and select your supporting document files (copy of the ledger and invoice, statement, receipt, travel report, or any other supporting documentation), or drag and drop your supporting 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."

Journal Entry Lines 2 items

	Order	*Company	Ledger Account
+ -	▼	Florida Atlantic University	

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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. *****

The screenshot shows the 'Journal Entry Lines' interface with two items. The first item is selected, showing 'Florida Atlantic University' in the '*Company' field and a search field in the 'Ledger Account' field. A red callout bubble points to the search field with the text 'Click the Prompt'. Another red callout bubble points to the search field with the text 'Then, search for the account number or name by either typing in the search field or scrolling through the dropdown list and selecting the account.' A dropdown menu is open, showing a list of ledger accounts: 10000:Cash On Hand, 10001:Undeposited Payments, 10002:ZBA Clearing Account, 10003:Student Payment Clearing, 10004:Student Refund Clearing, 10012:Dep. w Trustee - Capitalized Interest, and 10013:Dep. w Trustee - Debt Serv. Reserve.

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.

Debit Amount	Credit Amount
100.00	0.00
0.00	100.00

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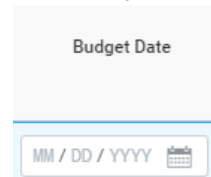
15. Provide a more detailed **Memo** (a detailed justification/purpose for the journal entry line) in the memo section. Remember this can be more detailed than the memo you entered in the header section.

Hint: the copy and paste feature can be used.



Memo

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.

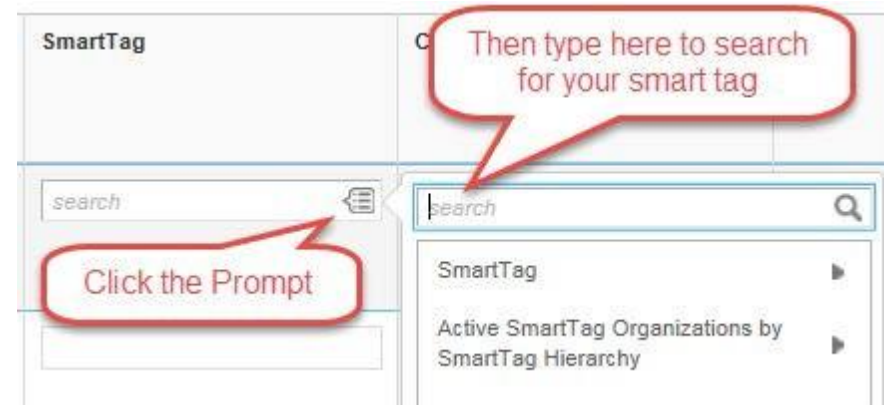


Budget Date

MM / DD / YYYY

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. *****



SmartTag

search

Then type here to search for your smart tag

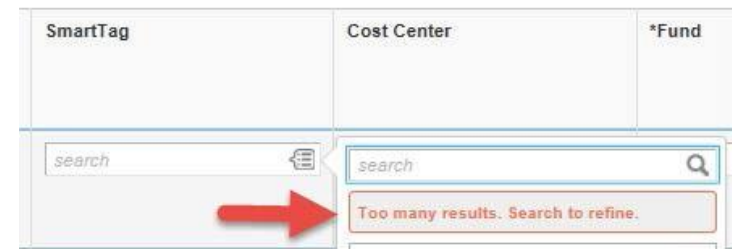
Click the Prompt

search

SmartTag

Active SmartTag Organizations by SmartTag Hierarchy

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.



SmartTag

Cost Center

*Fund

search

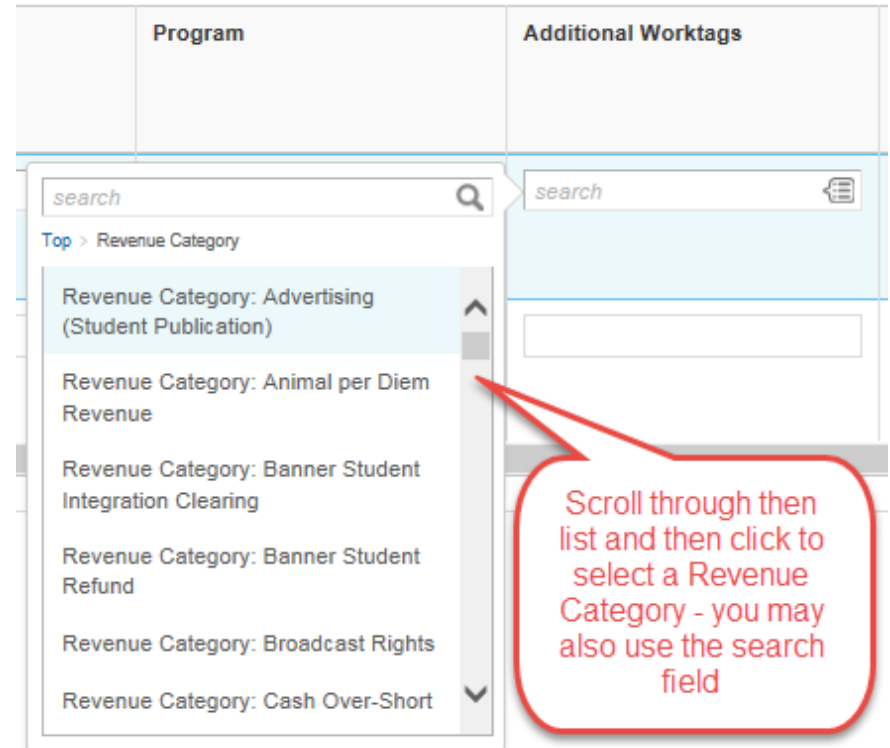
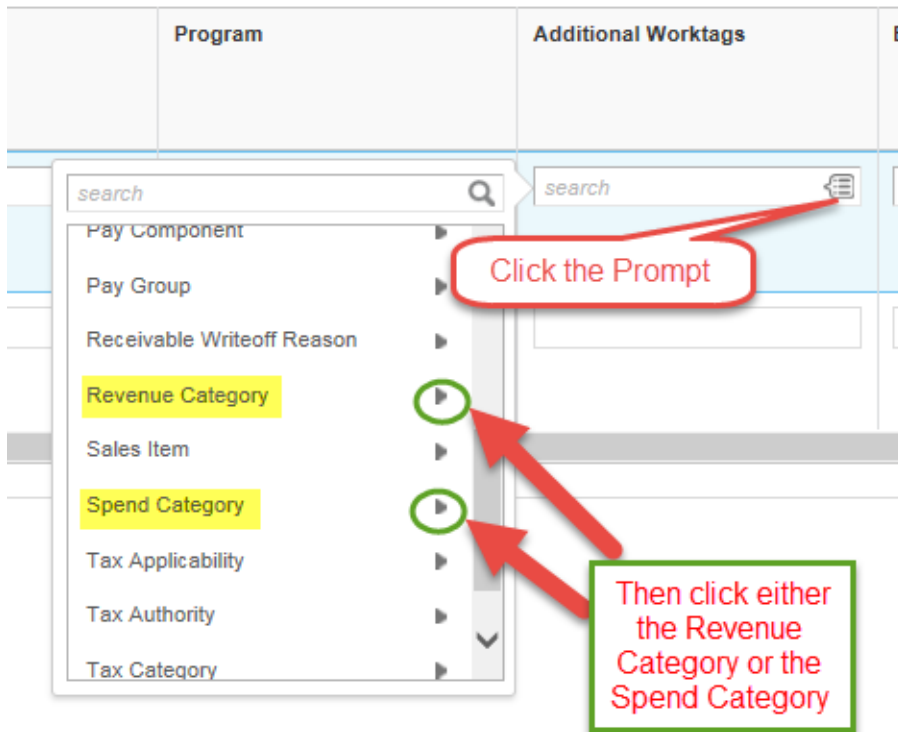
search

Too many results. Search to refine.

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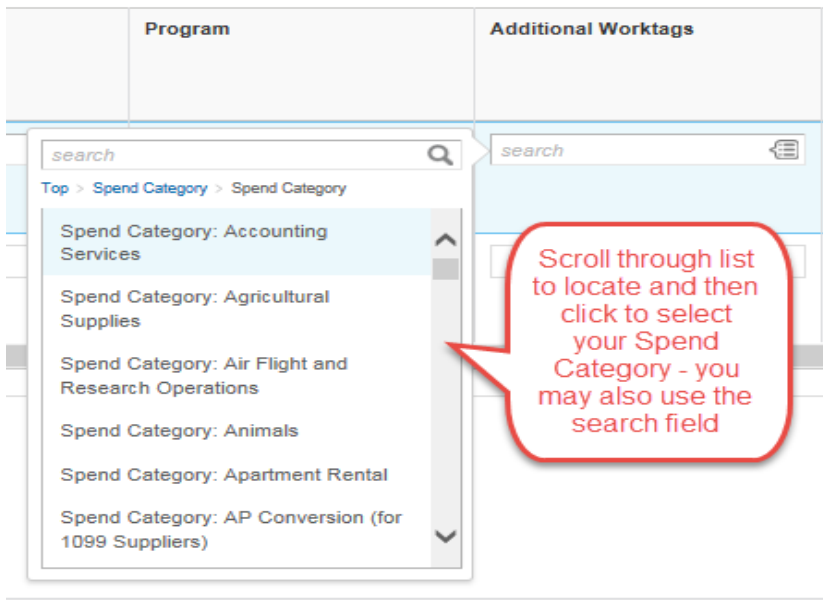
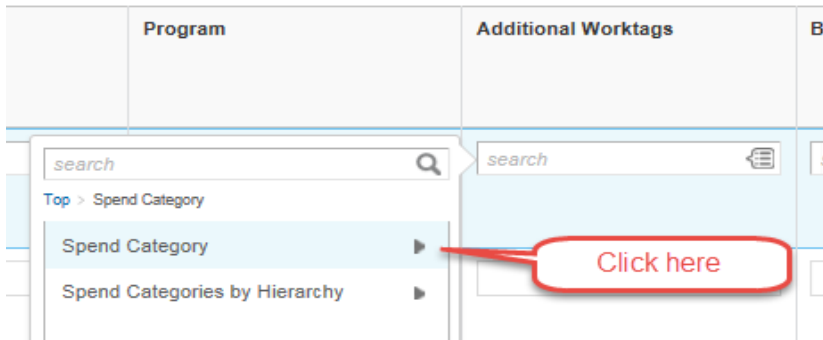
18. In the **Additional Worktags** field on each journal line, click the prompt and select the revenue or spend category for another sub-drop down menu.


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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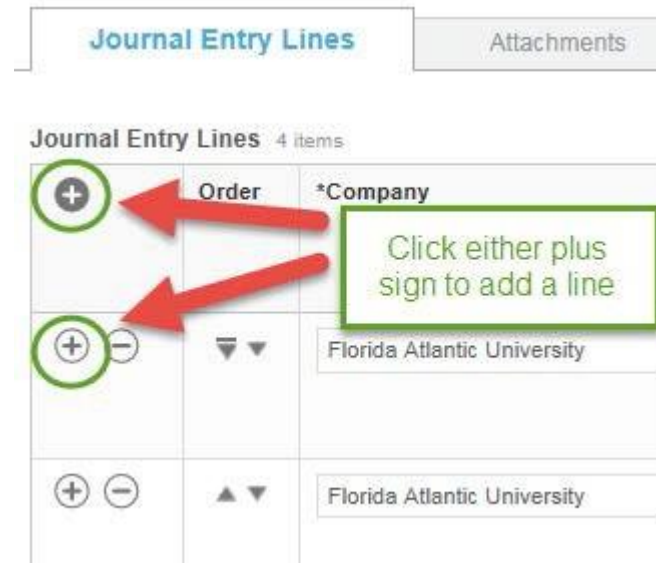
20. To select a Spend Category, after you click on "Spend Category," click "Spend Category" again, then scroll and click to select your Spend Category from the drop down list (you may also use the search field).



 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.

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.



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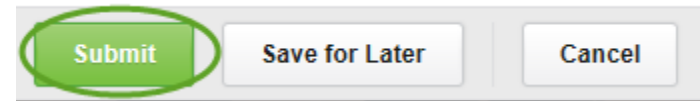
23. If you have need to delete a line(s), click the minus sign to remove the journal entry line.



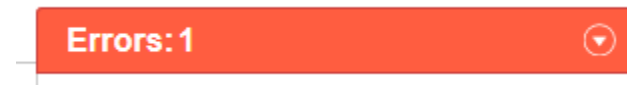
24. If needed, use the **Order** arrows to reorder the journal entry lines.



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.

Business Process Record [Journal: Accounting Journal on 05/21/2015 for \\$100.00](#) ...

Up Next

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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."

View Event Journal: Accounting Journal on 05/21/2015 for \$100.00 ...

7 minute(s) ago - In Progress: Multiple Parties

For JRNL-000000045 - Florida Atlantic University - 05/21/2015 - test journal

Overall Process Journal: Accounting Journal on 05/21/2015 for \$100.00

Overall Status In Progress

Due Date 05/23/2015

Details Process

Journal Entry View

Journal Journal Number JRNL-000000045 Status In Progress Event In Progress Accounting Journal

Journal Entry Information

Originated by [REDACTED]

Accounting Date 05/21/2015

Currency USD

Period May.FY2015 Actuals (Florida Atlantic University)

Ledger Florida Atlantic University - Actuals

Journal Source Accounting Journal

Balancing Fund FAU_99999 FAU_Default Fund

Book Code (empty)

Journal Entry Details

Memo test journal

Adjustment Journal No

Create Reversal No

Reversal Date (empty)

Balanced Yes

Total As-Entered Ledger Debits 100.00

Total As-Entered Ledger Credits 100.00

View Event Journal: Accounting Journal on 05/21/2015 for \$100.00 ...

4 minute(s) ago - In Progress: Multiple Parties

For JRNL-000000045 - Florida Atlantic University - 05/21/2015 - test journal

Overall Process Journal: Accounting Journal on 05/21/2015 for \$100.00

Overall Status In Progress

Due Date 05/23/2015

Details **Process**

Process History 4 items

Process	Step	Status	Completed On	Due Date
Accounting Journal Event	Accounting Journal Event	Step Completed	05/21/2015 04:38:10 PM	05/23/2015
Accounting Journal Event	Approval by Controller or Sr Assistant Controller-General Accounting_FAU	Not Required		05/23/2015
Accounting Journal Event	Approval by Cost Center Manager (All)	Awaiting Action		05/23/2015
Accounting Journal Event	Approval by Cost Center Manager (All)	Awaiting Action		05/23/2015

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.