

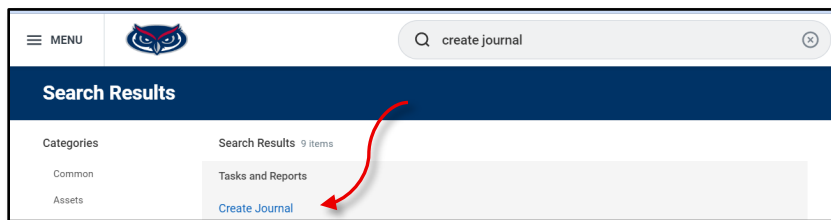
Journal: Create an Accounting Journal

How to create an Accounting Journal in Workday:

1. In the Workday search field, type **Create Journal**.

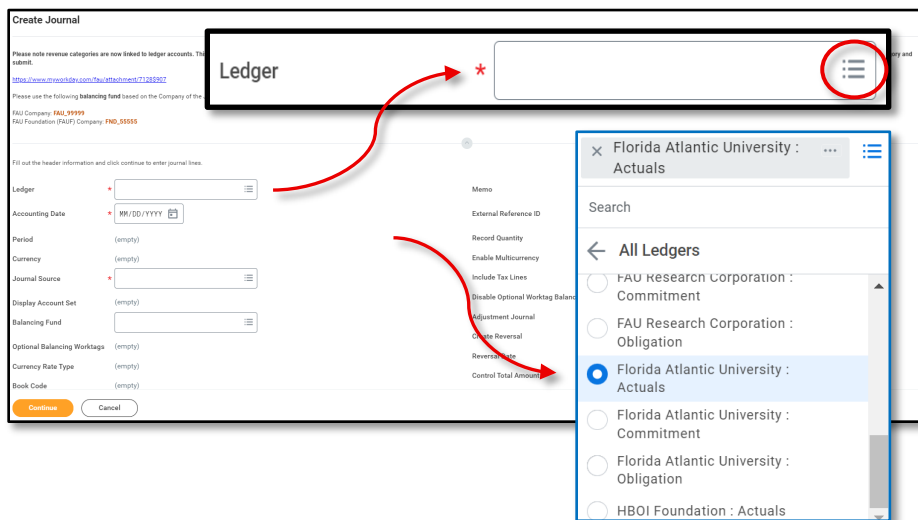


2. Click the **Create Journal** link from the search result.

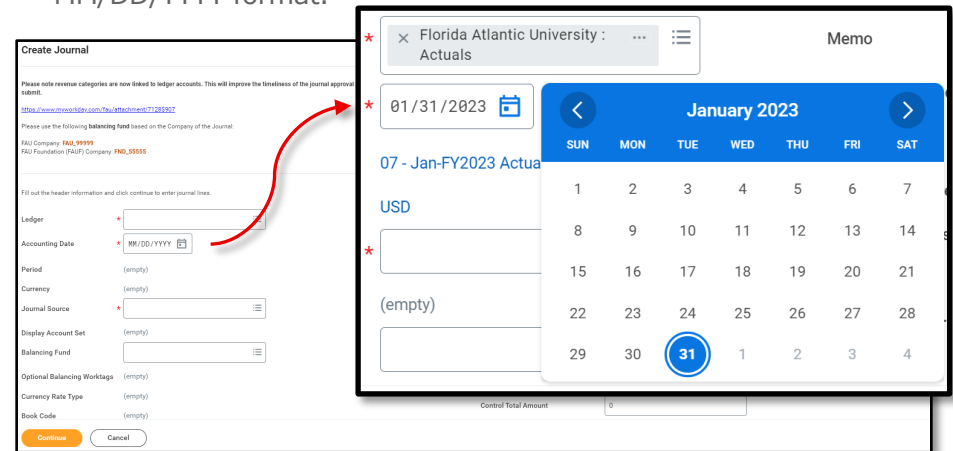


3. In the Ledger field, click the Dropdown List icon, select **All Ledgers**, and select **Florida Atlantic University: Actuals** from the list.

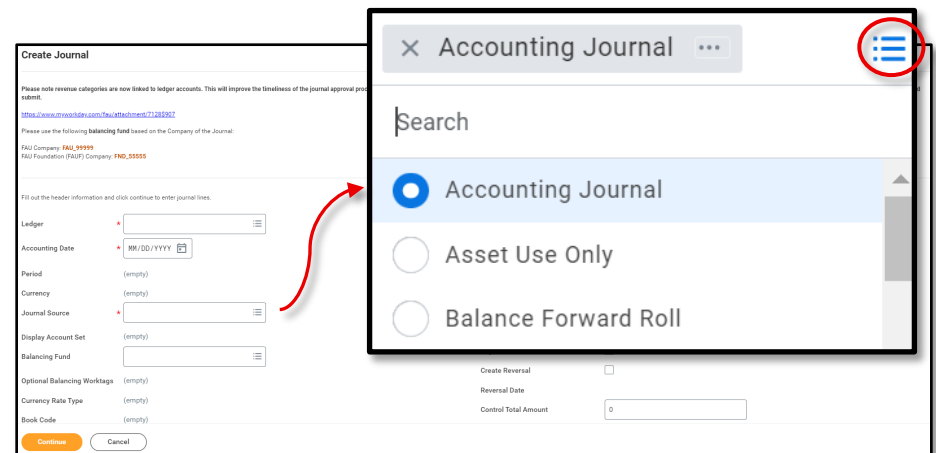
TIP: Typing *Florida Atlantic* into the search box produces more precise choices.



4. In the Accounting Date field, select the **Accounting Date** by clicking on the calendar icon, or manually entering the date in MM/DD/YYYY format.



5. In the Journal Source field, click the Dropdown List icon and select **Accounting Journal** from the list.



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6. In the Balancing Fund field, enter **99999** and press enter; or click the Dropdown List icon select **FAU_99999 FAU_Default Fund** from the list.

The screenshot shows the 'Create Journal' form with the 'Balancing Fund' dropdown menu open. The menu lists several options, including 'CPO_F9010 COE - Clinical Activities (CPO)', 'FAU_99999 FAU_Default Fund' (which is selected), 'FAU_F0000 Grants and Aids', 'FAU_F0001 Student Fee Trust Fund', and 'FAU_F0003 Professional Education Auxiliaries'. A red arrow points from the 'Balancing Fund' field to the dropdown menu.

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

The screenshot shows the 'Create Journal' form with the 'Memo' field highlighted. A red arrow points to the 'Memo' field, which is empty. Another red arrow points to the 'Control Total Amount' field, which is set to 0.

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**.

The screenshot shows the 'Continue' and 'Cancel' buttons at the bottom of the form.

9. Click on the **Journal Entry Lines** tab. The ***Company** field on each journal entry line will default to **Florida Atlantic University**.

The screenshot shows the 'Create Journal' form with the 'Journal Entry Lines' tab selected. The 'Journal Entry Lines' table is visible, showing two items. A red arrow points from the 'Journal Entry Lines' tab to the table.

10. Type the **Ledger Account** number in the search field and press Enter. If the account number is not known, click the Dropdown List icon to search for the correct account.

The screenshot shows the 'Journal Entry Lines' table with the search field highlighted. A red arrow points to the search field, which contains the text '70050:Other Services and Supplies'.

11. Enter the **Debit Amount** or **Credit Amount** on each journal entry line. Do not enter both a debit and credit amount on one line.

The screenshot shows the 'Debit Amount' and 'Credit Amount' fields. The 'Debit Amount' field contains 100.00 and the 'Credit Amount' field contains 0.00.

TIP: When moving expenditures, **debit** to *increase* the expense, or **credit** to *decrease* the expense.

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12. Enter a justification/purpose for the journal entry line in the **Memo** section. This can be more detailed than the Memo entered in the header section.

The screenshot shows the 'Create Journal' form. The 'Journal Information' section is on the left, and the 'Journal Details' section is on the right. The 'Memo' field is highlighted with a red arrow, indicating where to enter a justification/purpose for the journal entry line.

13. Enter the **SmartTag** directly into the field. Once you select the SmartTag, the Cost Center, Fund, Business Unit, and Program fields will populate automatically.

The screenshot shows the 'SmartTag' field with a dropdown menu open. Below it, the 'Cost Center', 'Fund', 'Business Unit', and 'Program' fields are populated with values: TAG000411 General Accounting, CC0122 General Accounting, FAU_F0000 Grants and Aids, BU001 Boca, and PG6100 General Administration.

TIP: If you click on **SmartTag** within the dropdown sub-menu, an **Error** appears. You must type a name to narrow the search.

The screenshots show the 'SmartTag' dropdown menu, an error message 'Error: Too many results. Refine search to narrow results.', and search results for 'general accounting'.

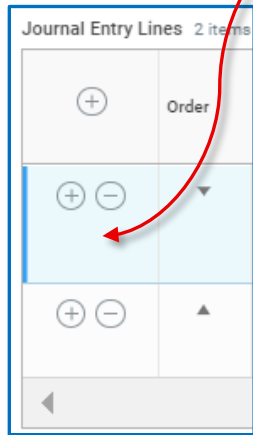
14. Enter any **Additional Worktags** into the field. You can type directly into the field or click the Dropdown List icon to search for either a **Revenue** or **Spend** category in the related sub-menus. Scroll through the list and click the appropriate box to select.

The screenshots show the 'Additional Worktags' field, the 'Revenue Category' dropdown menu, and the 'Spend Category' dropdown menu. Red arrows indicate the flow from the 'Additional Worktags' field to the dropdown menus.

15. Repeat steps 10-14 until you have completed all required journal lines.

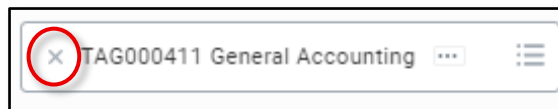
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16. To **Add** additional lines, click the plus (+) sign to insert a new line below the line that is currently selected. To **Delete** a line, click the minus (-) sign.



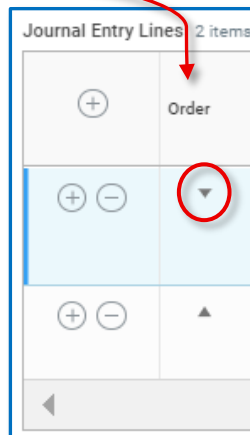
Journal Entry Lines 2 items	
+	Order
+ -	
+ -	

TIP: A newly inserted line will duplicate the **SmartTag** information from the line above. To change the SmartTag, click on the **X** and enter the new SmartTag. The Cost Center, Fund, Business Unit, and Program fields will populate automatically.



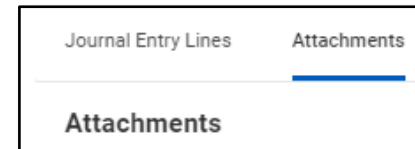
X TAG000411 General Accounting

17. If needed, the order of the journal lines can be changed by clicking the **Order Arrow**.



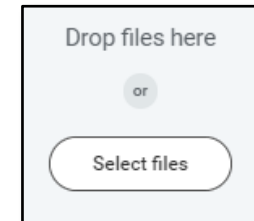
Journal Entry Lines 2 items	
+	Order
+ -	▼
+ -	▲

18. Click the **Attachments** tab. You can **Select** (through Windows Explorer) your supporting document files or drag and **Drop** your supporting documents into the **Attachments** box.



Journal Entry Lines Attachments

Attachments

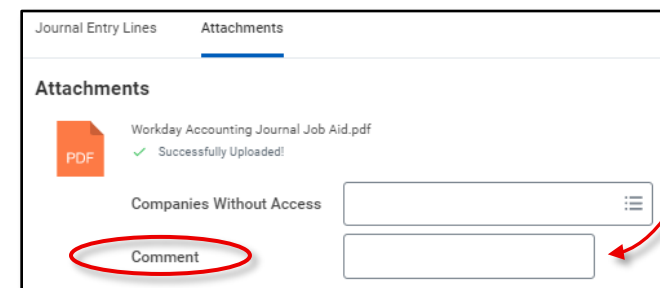


Drop files here
or
Select files

TIP: Typical supporting documents are as follows:

- Trial Balance
- General Ledger report
- Excel file with supporting data
- Email saved in PDF format
- Invoice, statements, receipts, travel reports

19. If the file name is not specific enough, you can add a short comment in the **Comment** field to describe an attachment.



Journal Entry Lines Attachments

Attachments

PDF Workday Accounting Journal Job Aid.pdf
✓ Successfully Uploaded!

Companies Without Access

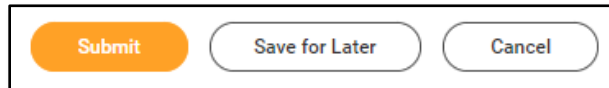
Comment

20. To delete an attachment, click the **Trash Can** icon.

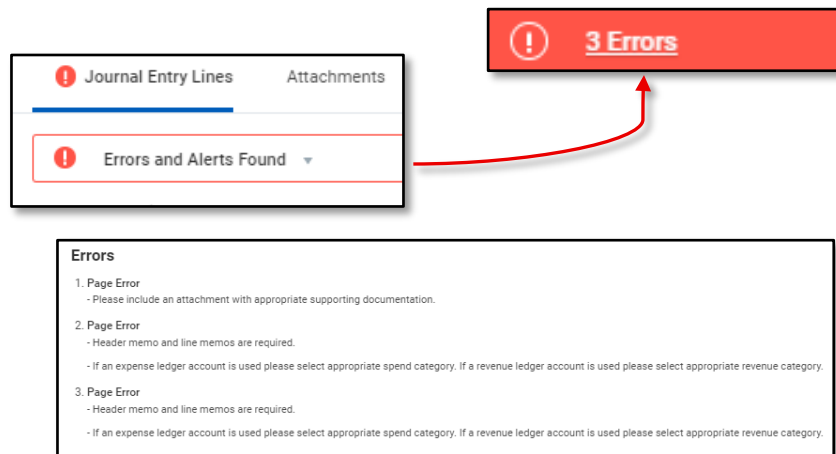


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21. Once all journal lines are completed and all supporting documentation is attached, click **Submit**.



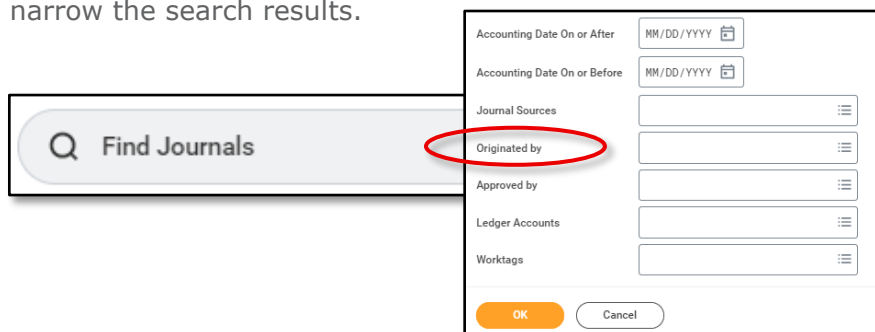
22. If you receive an **Error** message, click the **Error** link to reveal the errors. Correct the error(s) and click **Submit** again.



23. If you are not ready to submit the journal, click **Save for Later**.



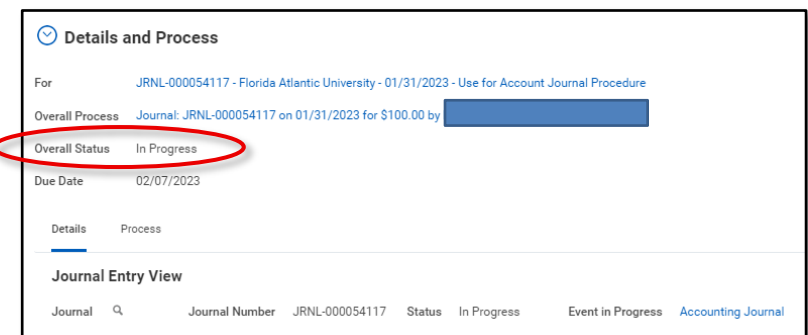
TIP: You can locate any **Created** (but not yet submitted) journal entries by using the **Find Journals** report. Fill in the necessary parameters including your name in the **Originated By** field to narrow the search results.



24. If there are no errors after submitting, a **Business Process Record** screen will appear indicating the Journal number's unique information.

Business Process Record Journal: JRNL-000054117 on 01/31/2023 for \$100.00

25. When viewing the journal entry, you can click on the **Details and Process** arrow to see more information. In the **Details** tab, you can see a summary of the entry, the journal number, and its current status. In the **Process** tab, you can see the next step(s) in the approval chain. The entry is **NOT** posted until all approvals are complete and the journal entry status has changed to **Posted**.



Process History 3 items				
Process	Step	Status	Completed On	Due Date
Accounting Journal Event	Accounting Journal Event	Step Completed	02/05/2023 02:14:43 PM	02/07/2023
Accounting Journal Event	Approval by Controller	Not Required		02/07/2023
Accounting Journal Event	Approval by Cost Center Manager (All)	Awaiting Action		02/07/2023

26. To check the status of your journal entry, do one of the following:

- View the **Archive** tab in your Workday Inbox and check the **Progress** tab to see the remaining steps.
- Run the **Find Journals** report from the Workday search field.