Journal: Create a Transfer Journal
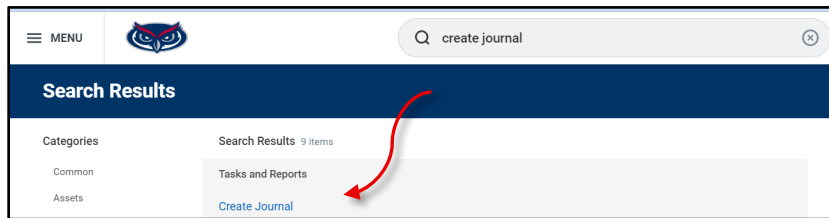
How to create an Accounting Journal in Workday:

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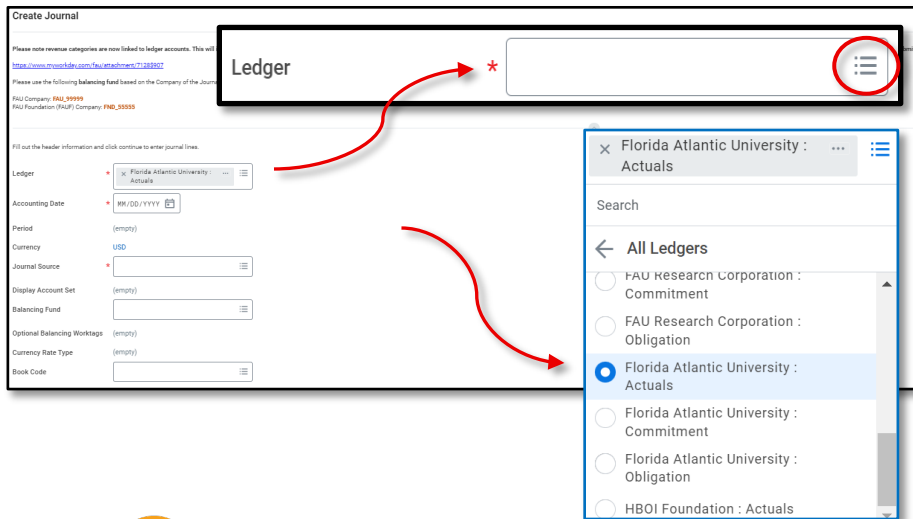

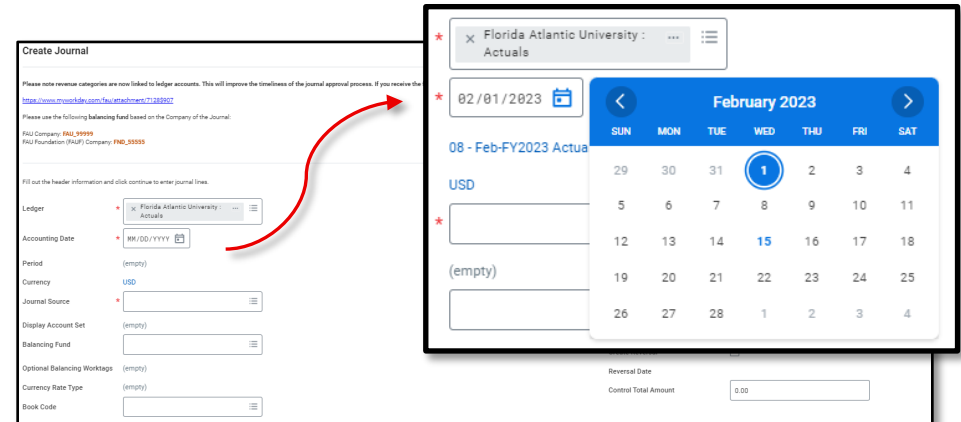**2.** Click the **Create Journal** link from the search result.

3. In the Ledger field, click the Dropdown List icon, select **All Ledgers,** and select **Florida Atlantic University: Actuals** from the list.
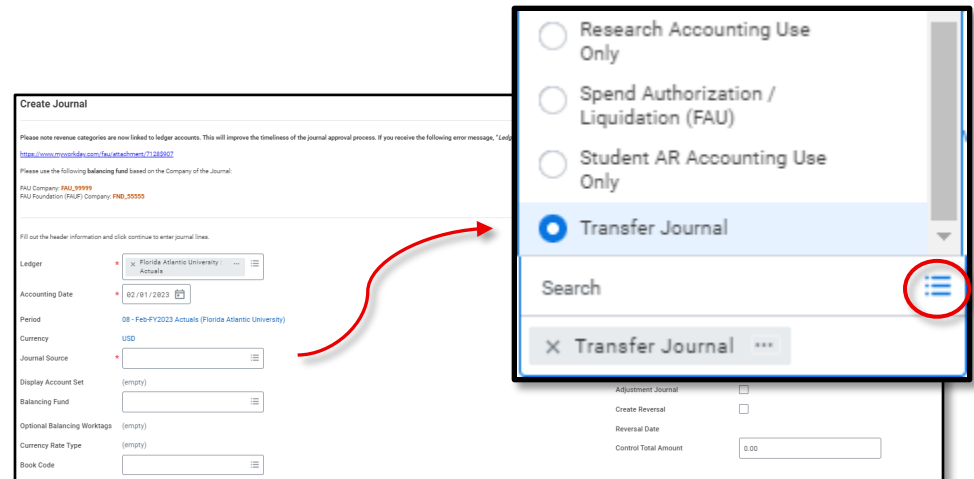
TIP: Typing *Florida Atlantic* into the search box produces more precise choices.

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 **Transfer Journal** from the list.

Journal: Create a Transfer Journal

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.

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**.

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

10. Based on the transfer type, enter one of the four transfer accounts shown below in the **Ledger Account** field. You can also click the Dropdown List icon to search for the correct account.

- **INTRA-Fund** Transfer: Use these transfer accounts when completing a transfer between the **SAME** Fund types (as in from one Auxiliary Fund to another Auxiliary Fund).
  79050: INTRA-Fund Transfers Out (Debit)
  59001: INTRA-Fund Transfers IN (Credit)
- **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)

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.

Debit Amount	Credit Amount
100.00	0.00
0.00	100.00

TIP: Transfers OUT are always a **debit**. Transfers IN are always a **credit**.

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.

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.

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


14. Enter the **Additional Worktags** into the field. 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. You can type **Intra** or **Inter** directly into the field to narrow the choices.

59000: Revenue Category: Inter-Fund Revenue
59001: Revenue Category: Intra-Fund Revenue
79004: Spend Category: Inter-Fund Transfers Out
79050: Spend Category: Intra-Fund Transfers Out

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

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.
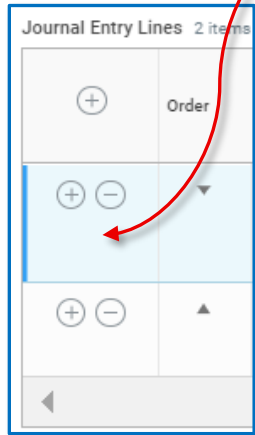
TIP: A newly inserted line will duplicate the **SmartTag** information from the line *above*. To change the SmartTag, click on the **X** and enter the new SmartTag. The Cost Center, Fund, Business Unit, and Program fields will populate automatically.
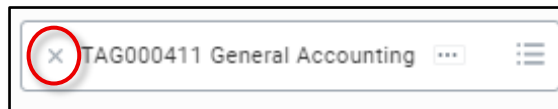
**17.** If needed, the order of the journal lines can be changed by clicking the **Order Arrow.**
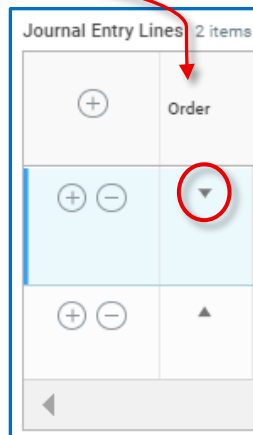
18. Click the **Attachments** tab. You can **Select** (through Windows Explorer) your supporting document files or drag and **Drop** your supporting documents into the **Attachments** box.
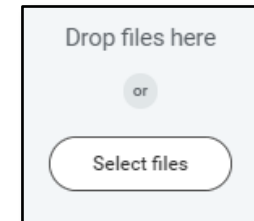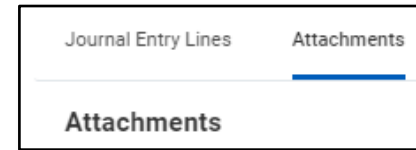
TIP: Typical supporting documents are as follows:

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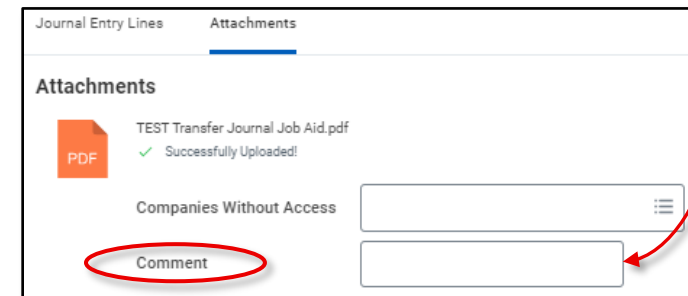
20. To delete an attachment, click the **Trash Can** icon.

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.

25. When viewing the journal entry, 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**.

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.