

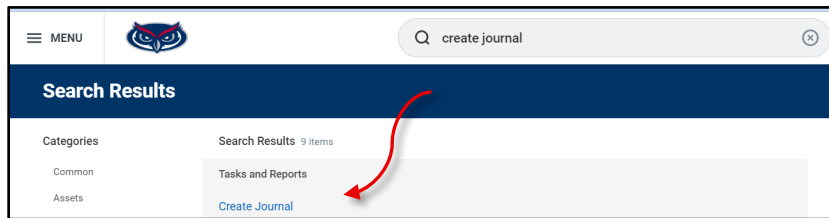
Journal: Create a Transfer Journal

How to create an Accounting Journal in Workday:

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

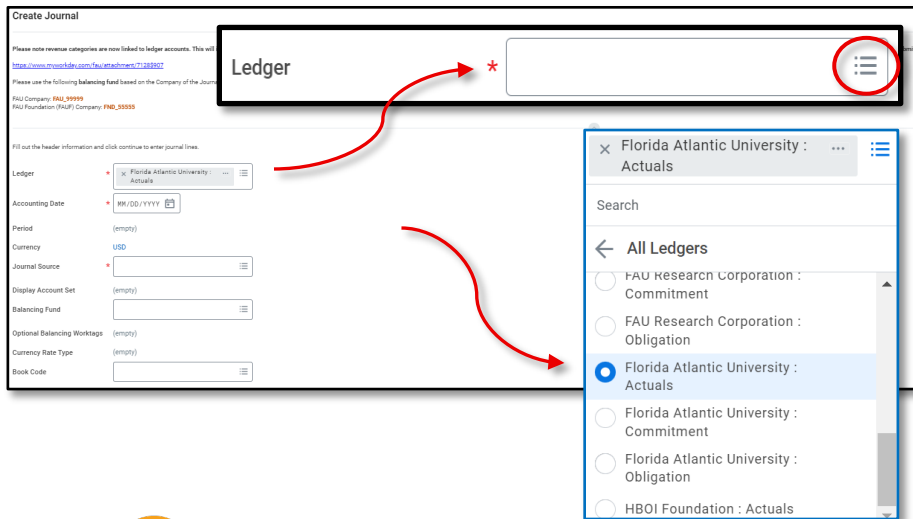


2. Click the **Create Journal** link from the search result.

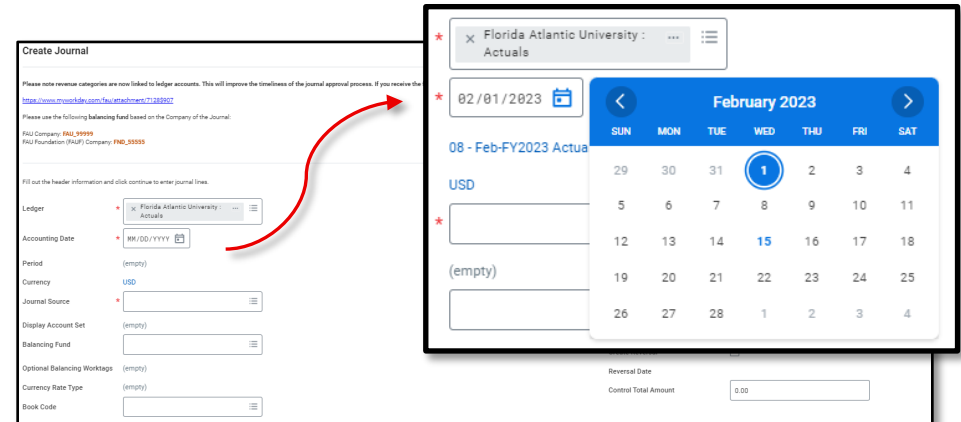


3. In the Ledger field, click the Dropdown List icon, select **All Ledgers**, and select **Florida Atlantic University: Actuals** from the list.

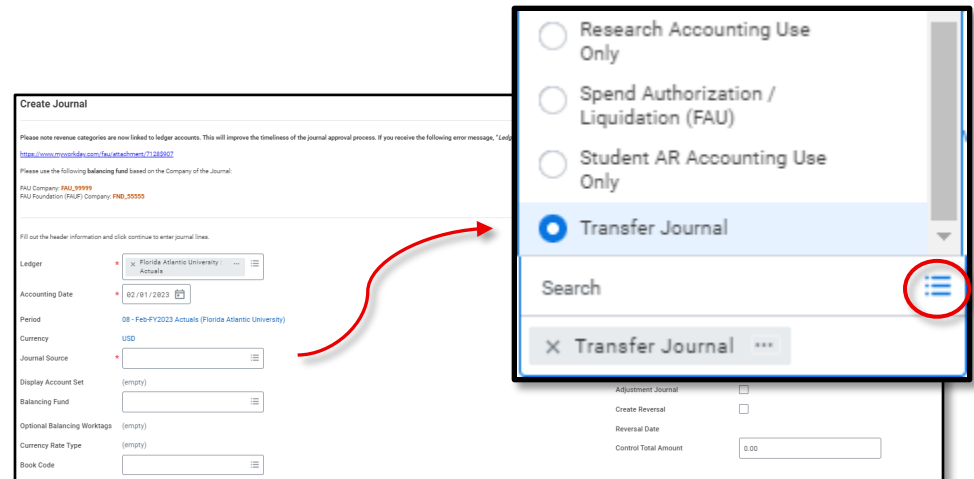
TIP: Typing *Florida Atlantic* into the search box produces more precise choices.



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.



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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.

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)

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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.

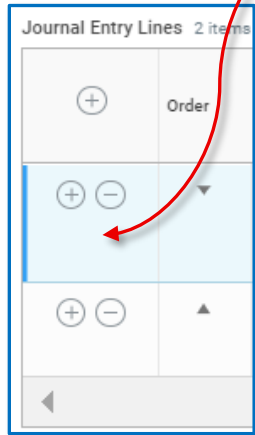
14. Enter the **Additional Worktags** into the field. Click the Dropdown List icon to search for either a **Revenue** or **Spend** category in the related sub-menus. Scroll through the list and click the appropriate box to select. You can type **Intra** or **Inter** directly into the field to narrow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

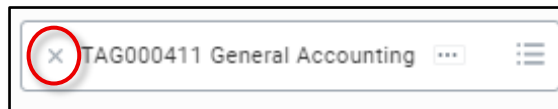
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15. Repeat steps 10-14 until you have completed all required journal lines.

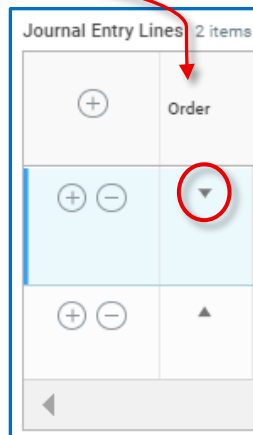
16. To **Add** additional lines, click the plus (+) sign to insert a new line below the line that is currently selected. To **Delete** a line, click the minus (-) sign.



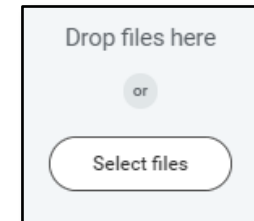
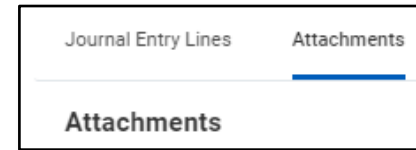
TIP: A newly inserted line will duplicate the **SmartTag** information from the line *above*. To change the SmartTag, click on the **X** and enter the new SmartTag. The Cost Center, Fund, Business Unit, and Program fields will populate automatically.



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



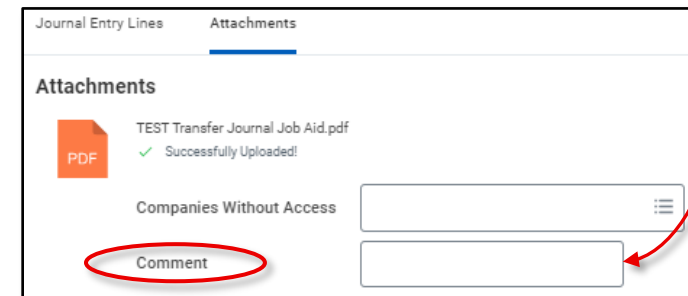
18. Click the **Attachments** tab. You can **Select** (through Windows Explorer) your supporting document files or drag and **Drop** your supporting documents into the **Attachments** box.



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.



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

Submit Save for Later Cancel

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

Errors

1. Page Error
- Please include an attachment with appropriate supporting documentation.
2. Page Error
- Header memo and line memos are required.
- If an expense ledger account is used please select appropriate spend category. If a revenue ledger account is used please select appropriate revenue category.
3. Page Error
- Header memo and line memos are required.
- If an expense ledger account is used please select appropriate spend category. If a revenue ledger account is used please select appropriate revenue category.

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

Submit Save for Later Cancel

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.

Accounting Date On or After MM/DD/YYYY

Accounting Date On or Before MM/DD/YYYY

Journal Sources

Originated by

Approved by

Ledger Accounts

Worktags

OK Cancel

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

Journal: JRNL-000054352 on 02/01/2023 for \$100.00

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**.

View Journal

Journal Journal Number JRNL-000054352 Status **In Progress** Event In Progress Accounting Journal

Journal Entry Information

Originated by Lorraine Plakstis (Z80016377)

Accounting Date 02/01/2023

Currency USD

Period 08 - Feb-FY2023 Actuals (Florida Atlantic University)

Ledger Florida Atlantic University : Actuals

Journal Source Transfer Journal

Balancing Fund FAU_99999 FAU_Default Fund

Journal Lines	Status History	Attachments	Process History	
Process History 3 items				
Process	Step	Status	Completed On	Due Date
Accounting Journal Event	Accounting Journal Event	Step Completed	02/15/2023 05:40:02 PM	02/17/2023
Accounting Journal Event	Approval by Controller	Not Required		02/17/2023
Accounting Journal Event	Approval by Cost Center Manager (All)	Awaiting Action		02/17/2023

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.