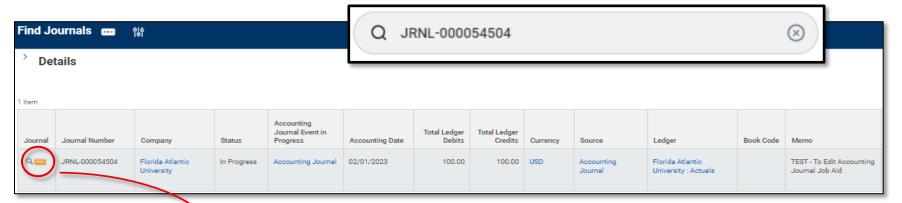
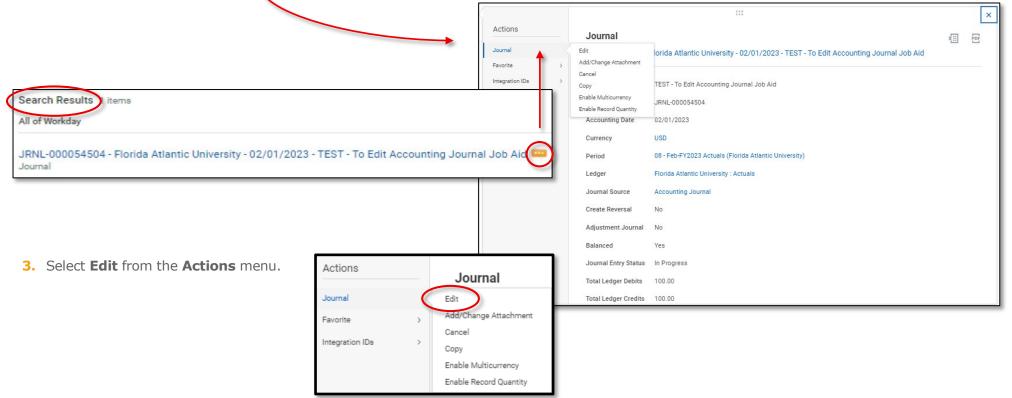
Journal: Edit an Accounting Journal

How to edit an Accounting Journal:

1. Type the Journal number directly into in the Workday search box or if you are unsure of the number, follow the steps outlined in the Job Aid *Find* Journals to locate the journal you want to edit.

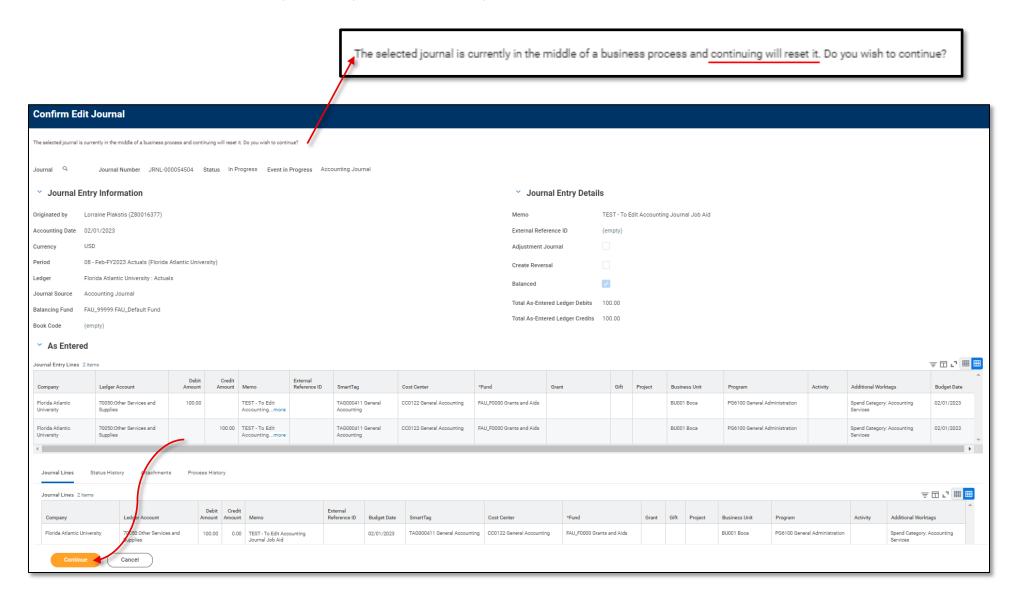


2. From either the Search Results or the Finds Journals report, left click on the Related Actions icon to open the Actions menu.



Journal: Edit an Accounting Journal

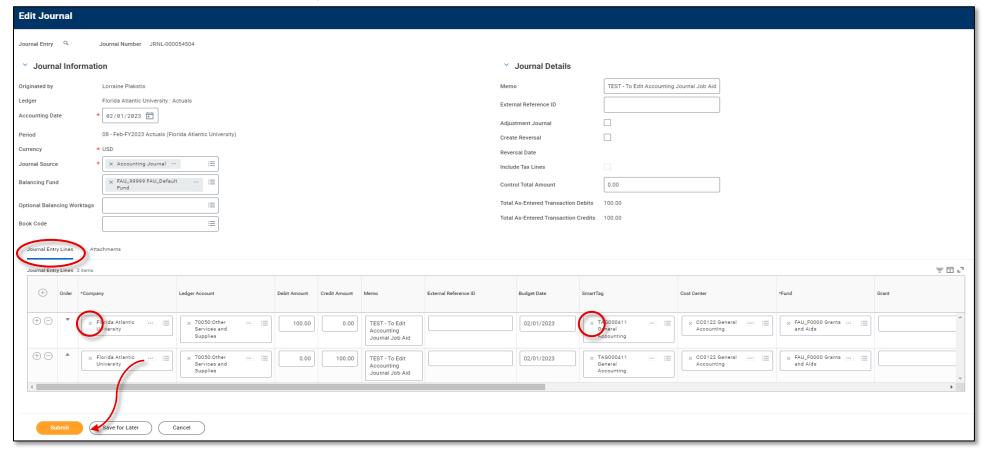
4. The Confirm Edit Journal screen opens. Verify this is the Journal you wish to edit, and click Continue.



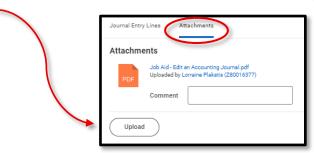


Journal: Edit an Accounting Journal

5. The Edit Journal screen opens to the Journal Lines tab. You can now Edit any part of the journal by clicking on the X in any of the populated fields to delete the current selections and replace with new information.



6. You can also add or delete attachments from the Attachments tab. Click Upload to add new attachments or click the Trash Can icon to delete any of the attachments. This can also be done directly from the Actions menu.







7. Click **Submit** when you have made all edits.

