





# Journal: Edit an Accounting Journal

## How to edit an Accounting Journal:


1. Type the Journal number directly into 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.

**Find Journals**  


 JRNL-000054504 

> **Details**


1 item

Journal	Journal Number	Company	Status	Accounting Journal Event in Progress	Accounting Date	Total Ledger Debits	Total Ledger Credits	Currency	Source	Ledger	Book Code	Memo
	JRNL-000054504	Florida Atlantic University	In Progress	Accounting Journal	02/01/2023	100.00	100.00	USD	Accounting Journal	Florida Atlantic University : Actuals		TEST - To Edit Accounting Journal Job Aid

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

**Search Results**  items

All of Workday

JRNL-000054504 - Florida Atlantic University - 02/01/2023 - TEST - To Edit Accounting Journal Job Aid 

**Actions**

**Journal**

Edit

Add/Change Attachment

Cancel

Copy

Enable Multicurrency

Enable Record Quantity

**Journal**

Florida Atlantic University - 02/01/2023 - TEST - To Edit Accounting Journal Job Aid

TEST - To Edit Accounting Journal Job Aid

JRNL-000054504

Accounting Date 02/01/2023

Currency USD

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

Ledger Florida Atlantic University : Actuals

Journal Source Accounting Journal

Create Reversal No

Adjustment Journal No

Balanced Yes

Journal Entry Status In Progress

Total Ledger Debits 100.00

Total Ledger Credits 100.00

3. Select **Edit** from 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**.

The selected journal is currently in the middle of a business process and continuing will reset it. Do you wish to continue?

### Confirm Edit Journal

The selected journal is currently in the middle of a business process and continuing will reset it. Do you wish to continue?

Journal Journal Number JRNL-000054504 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 Accounting Journal

Balancing Fund FAU\_99999 FAU\_Default Fund

Book Code (empty)

#### Journal Entry Details

Memo TEST - To Edit Accounting Journal Job Aid

External Reference ID (empty)

Adjustment Journal ☐

Create Reversal ☐

Balanced ☒

Total As-Entered Ledger Debits 100.00

Total As-Entered Ledger Credits 100.00

#### As Entered

Journal Entry Lines 2 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	SmartTag	Cost Center	*Fund	Grant	Gift	Project	Business Unit	Program	Activity	Additional Worktags	Budget Date
Florida Atlantic University	70050:Other Services and Supplies	100.00		TEST - To Edit Accounting... <a href="#">more</a>		TAG000411 General Accounting	CC0122 General Accounting	FAU_F0000 Grants and Aids				BU001 Boca	PG6100 General Administration		Spend Category: Accounting Services	02/01/2023
Florida Atlantic University	70050:Other Services and Supplies		100.00	TEST - To Edit Accounting... <a href="#">more</a>		TAG000411 General Accounting	CC0122 General Accounting	FAU_F0000 Grants and Aids				BU001 Boca	PG6100 General Administration		Spend Category: Accounting Services	02/01/2023

Journal Lines Status History Attachments Process History

Journal Lines 2 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	SmartTag	Cost Center	*Fund	Grant	Gift	Project	Business Unit	Program	Activity	Additional Worktags
Florida Atlantic University	70050:Other Services and Supplies	100.00	0.00	TEST - To Edit Accounting Journal Job Aid		02/01/2023	TAG000411 General Accounting	CC0122 General Accounting	FAU_F0000 Grants and Aids				BU001 Boca	PG6100 General Administration		Spend Category: Accounting Services

[Continue](#) [Cancel](#)

# 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.

**Edit Journal**

Journal Entry  Journal Number JRNL-000054504

**Journal Information**

Originated by Lorraine Plakatis

Ledger Florida Atlantic University : Actuals

Accounting Date \* 02/01/2023

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

Currency \* USD

Journal Source \* Accounting Journal

Balancing Fund \* FAU\_99999 FAU\_Default Fund

Optional Balancing Worktags

Book Code

**Journal Details**

Memo TEST - To Edit Accounting Journal Job Aid

External Reference ID

Adjustment Journal ☐

Create Reversal ☐

Reversal Date

Include Tax Lines ☐

Control Total Amount 0.00

Total As-Entered Transaction Debits 100.00

Total As-Entered Transaction Credits 100.00

**Journal Entry Lines**

Journal Entry Lines 2 Items

Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	SmartTag	Cost Center	*Fund	Grant
1	X Florida Atlantic University	X 70050:Other Services and Supplies	100.00	0.00	TEST - To Edit Accounting Journal Job Aid		02/01/2023	X TAG000411 General Accounting	X CC0122 General Accounting	X FAU_F0000 Grants and Aids	
2	X Florida Atlantic University	X 70050:Other Services and Supplies	0.00	100.00	TEST - To Edit Accounting Journal Job Aid		02/01/2023	X TAG000411 General Accounting	X CC0122 General Accounting	X FAU_F0000 Grants and Aids	

Submit Save for Later Cancel

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.

**Attachments**

Job Aid - Edit an Accounting Journal.pdf  
Uploaded by Lorraine Plakatis (260016377)

Comment

Upload



**Actions**

Journal

Favorite

Integration IDs

**Journal**

Edit

Add/Change Attachment

Cancel

Copy

Enable Multicurrency

Enable Record Quantity

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