

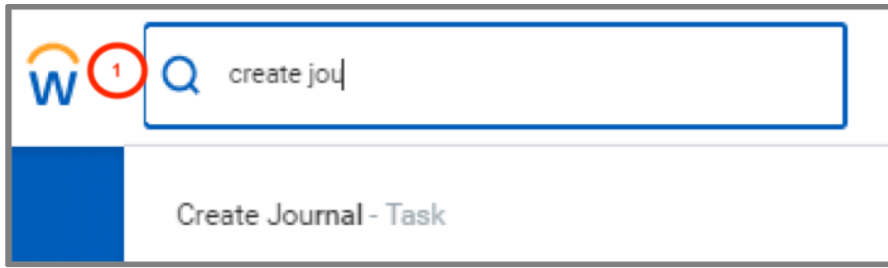
Finance: CREATE JOURNAL ENTRY

HOW TO CREATE A JOURNAL ENTRY

A **Journal Entry** is a mechanism to record or adjust the accounting on a financial transaction. The total dollar amount of debits for the journal must equal the total dollar amount of credits.

Journal entries are not posted to the General Ledger until all appropriate approvals have been received within Workday

1. From the home screen of your Workday profile, click on the search bar at the top of the page. Type in “Create Journal” and select the task from your search results.



2. If the **Ledger** field does not automatically populate, type “Brandeis University: Actuals” This General Ledger is the formal ledger that contains all of the University’s financial statement accounts. The results of transactions that take place in the Purchasing, Business Assets, Accounts Receivable, Accounts Payable, Payroll, and Payroll Costing applications are journalized and posted to the General Ledger on a daily basis.
3. Enter the **Accounting Date** by typing it in, or selecting it from the calendar.
4. In the **Journal Source** field, select Manual Journal. If reclassing accounting on a grant, select Grant Reclass. If submitting an interdepartmental charge, select Interdepartmental Charge. If the entry is for a check or cash deposit, select Deposits.
5. In the **Balancing Fund** field, select the appropriate fund. If you are unsure which fund to select, click the field, and all possible options will show.
6. In the **memo** field, located in the column to the right, type a short description with a reason as to why you are creating the journal.
7. In **Control Total Amount**, enter the total amount for the journal entry.
8. Click **Continue**

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Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* X Brandeis University : Actuals	Memo	Transfer
Accounting Date	* 09 / 25 / 2018	External Reference ID	
Period	September-FY19 Actuals (Brandeis University)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* X Manual Journal	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Adjustment Journal	<input type="checkbox"/>
Balancing Fund	X FN11 Operating	Create Reversal	<input type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	
Book Code		Control Total Amount	1,200.00

9. After clicking “Continue”, scroll down and you will see two (2) **Journal Entry Lines**. You can add additional journal lines by clicking the “plus sign” (+)

Journal Entry Lines Attachments

Journal Entry Lines 2 Items

	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Revenue C:
(+) (-)		X Brandeis University		0.00	0.00			
(+) (-)		Brandeis University		0.00	0.00			

10. The first section that needs to be filled out is the **Ledger Account**. The field allows you to search for accounts if you do not know them already. If you click the text field, you can view all the accounts you may select. You may also select the **prompt button** in the “Ledger Account” field to view the list of values.

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Ledger Account

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11. After selecting the appropriate Ledger Accounts, enter the amount you wish to **Debit** in the debit field of one line, and the amount you wish to **credit** in the credit field on another line.

If you have more journal lines, you can distribute the funds as needed between the debit and credit fields on multiple lines.

12. Within the **Memo** field on the “Journal Entry Lines” add more detailed information about the transaction.

13. Scroll to the right, and fill out the “Fund” and “Cost Center Fields”.

Again, if you do not know which fund or cost center to select, you may search within these fields using the “prompt” button.

14. Depending on the type of GL Account you selected, you may need to choose a “Spend Category” or “Revenue Category” field and fill in the appropriate information.

For example, if the Supplies GL Account is selected, choose the Supplies Spend Category Hierarchy and select one of the options to provide more detail on what type of supplies.

If you are spending from a Grant, Gift, Project, or Discretionary funding, you can select the appropriate worktag in their respective field.

15. Click the **Attachments** tab, and upload any supporting documentation, such as emails, invoices, or written confirmations.

16. Click **Submit**.

17. Click **Review**.

*You have two choices when advancing the journal entry down the approval chain. Selecting **Approve** will send the entry onto the next approver in the defined business process, based on the worktags selected. Selecting **Add Approvers** will allow you to insert multiple approvers of your choosing into the next step of the defined business process. This functionality can be useful when you need to make a unique individual aware of the entry.*

You can see who needs to approve the entry by clicking the Process History tab on the entry.