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 completed within Workday.

“Create Journal” is the task needed to create a new journal entry. If “Create Journal” does not appear in your search bar that indicates that you do not have the appropriate access within Workday to create a journal entry. In order to create a journal entry, you need to have the cost center accountant role. To be granted access to that role, please submit a ticket to workday-help@brandeis.edu and cc your manager requesting access to the cost center accountant role. The ticket will be routed to the finance and ITS security teams for approval. You will be notified once your access has been granted and the ticket will be closed. Once access to the role has been granted, you will be able to find the “Create Journal” task from the search bar on your Workday homepage.

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.

![](finance-journal-entry-start.png)

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. The date that is selected will populate the period that the entry will post to.

4. In the Journal Source field, select Grant Reclass if you are reclassing expenses off or onto a grant. If submitting an interdepartmental charge, select Interdepartmental Charge. If the entry is for a check or cash deposit, select Deposits. If the entry is for anything else please select Manual Journal.

5. In the Balancing Fund field select FN11 Operating.

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
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” (+).

10. The first section that needs to be filled out is the Ledger Account. The field allows you to search for accounts by number or name 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.
There is a PeopleSoft to Workday mapping available which also includes the Workday ledger account mapping to the revenue and spend categories. ([https://www.brandeis.edu/business-finance/financial-accounting/accounts/index.html](https://www.brandeis.edu/business-finance/financial-accounting/accounts/index.html))

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 which will be the detail that you will be able to view on your transactional reports.

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 by name or number within these fields using the “prompt” button. If searching by number you must use the two letter prefix (FN for fund and CC for cost center).*

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

   *For example, if the Supplies Ledger 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**.

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**Brandeis University**
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Enter text in the Comment Text Box to describe why the entry is being requested. This narrative should include details that explain the relevant who, what, where, when, why of the entry and give the approver the necessary information to fully understand the intent of the issuer.

Once the entry description is complete, you have two choices to advance 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. Only a cost center financial analyst or a cost center manager of a cost center within your journal entry can be selected. 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.