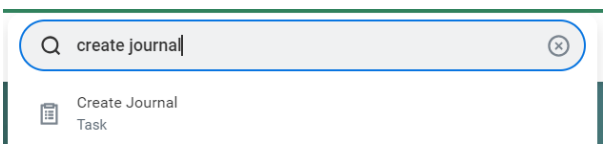


Audience / Role	Accountant Accountant - Auditor's Office Business Asset Accountant Department Accountant (Unconstrained)
Description	This job aid provides instructions to create an accounting journal manually. A manual journal entry is to record accounting transactions that are not automatically generated by Workday and do not affect cash. Journal entries can be used to correct accounting that has already posted.

Create Journal

1	In the Search bar, enter Create Journal. In the search results, select the Create Journal task. 
2	Under Create Journal, read the instructions and complete the fields for this task. All required fields are indicated with a red asterisk. Under Create Journal, enter the following into the fields: • Ledger – select the company/ledger combination for the transaction. Select the correct Primary Ledger for the transaction you are completing. The options are Actuals, Encumbrance, and Pre-Encumbrance • Accounting Date – enter the accounting date for the transaction. • Period – defaults based on Accounting Date. • Currency – defaults to USD. • Journal Source – select the appropriate journal source (Typically would be Manual Journal). • Display Account Set • Balancing Fund – Kern has decided to produce balance sheets by Fund. This requires all transactions to remain in balance. The Fund entered into this field will generate a Interfund Payable and Interfund Receivable (Claim on Cash) transaction with every Fund listed in the journal. • Optional Balancing Worktags - Kern has decided to produce balance sheets by Grant. This requires all transactions to remain in balance. The Grant entered into this field will generate a Interfund Payable and Interfund Receivable (Claim on Cash) transaction with every Grant listed in the journal. • Book Code – Only for full accrual entries during year end: elect the book code for the transaction. Otherwise leave blank. • Memo – provide an explanation for the purpose for the journal. • External Reference ID – Optional. Is used when you have an External ID you would like to have shown on the Journal in Workday. • Record Quantity – Optional. • Enable Multicurrency – Optional. • Include Tax Lines – Optional. • Disable Optional Worktag Balancing – Optional. • Adjustment Journal – select this checkbox if adjustment is for post year-end and manual journal adjustments. • Create Reversal – select this checkbox if the transaction should be auto reversed.

	• Reversal Date – enter the date the reversal should happen on if applicable. Control Total Amount – Optional. Select Continue.
3	Under Journal Information, review the following into the fields and correct as needed: Ledger – populates from previous header page. Accounting Date – populates from previous header page. Period – populates from previous header page. Currency – populates from previous header page. Journal Source – populates from previous header page. Balancing Fund – populates from previous header page. Optional Balancing Worktags – populates from previous header page. Book Code – Brought over from previous header page.
4	Under Journal Details, review/enter the following into the fields: Memo(required): A description that you can filter on in the Find Journals Report. External Reference ID: Used to track the reference ID from another system for the JV. Adjustment Journal: Select to mark the journal as an adjustment. You can only post adjusting journals to the period in which they apply. Create Reversal: If you select this checkbox, you can select a date in the future that Workday will automatically create a reversal journal. Defaults reversal date to beginning of the next period. Control Total Amount (required): The Total Debit(s)/Credit(s). Is Not Debits + Credits. It is used as a check to confirm the Debits equal the Credits. Total As-Earned Transaction Debits: A non-editable field that shows the Total Debits from the Journal Lines. Total As-Earned Transaction Credits: A non-editable field that shows the Total Credits from the Journal Lines.
5	Under the Journal Entry Lines tab, enter the following: • Company – Select Kern County. This will default from selection on the Header information. • Ledger Account – enter appropriate ledger account. • Debit Amount and Credit Amount – enter absolute values. • Memo – Provide an explanation for line level. • Project Task – select the appropriate Project Task. This should autofill Cost Center and Fund. For transactions not related to a Project Task the system requires a Cost Center and Activity. • Grant – select the appropriate Grant. This should autofill the Cost Center and Fund. • Fund – If the fund does Not autofill, select the appropriate fund. Enter the following as necessary: • External Reference ID – Used to track the reference ID from another system for a Journal Line. • Budget Date – usually will not change this date. • Spend Category – mandatory when Ledger Account are Income Statement Accounts and Ledger Account Type is Expense. • Revenue Category – mandatory when Ledger Account are Income Statement Accounts and Ledger Account Type is Revenue.

6	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. (The “Companies without Access” filed should always be blank). To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
7	Select Submit.

What Happens Next?

- The accounting journal request routes for review and approval. Additional conditional approvers depend on details of journal.
 - Finance Configurator (For Net Positions and Designations)
 - Accounting Operations Lead (If journal has “Exclude from Spend Report” selected)
 - Budget Manager (If transaction is an appropriation)
 - Cost Center Manager
 - Project Manager (If it is a Project)
 - Grant Manager (If it is a Grant)
 - Accountant
- The journal is routed for a budget check.
- Once approved, Workday creates the journal, and the journal is posted.
- To view the business process and status: navigate to the Process tab that includes completed process steps and remaining process steps.

Related Reports

- Find Journals
- Find Journal Lines