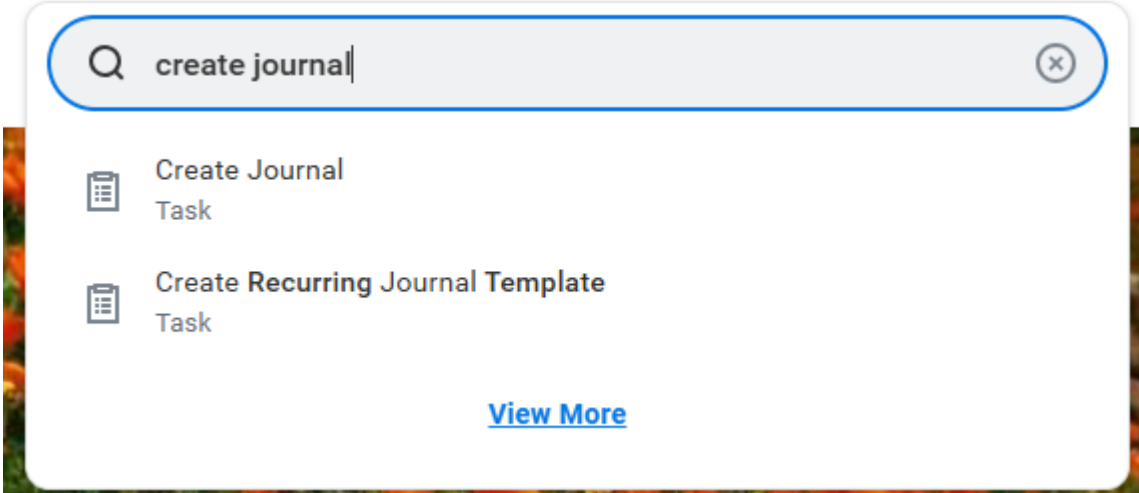


Audience / Role	Department Accountant
Description	This job aid provides instructions on how to create a journal to pay any additional sales tax that was not recorded on original transaction.
Before You Start	Calculate the sales tax you were not charged that you are trying to send to the sales tax fund with.

Create Journal for Unpaid Sales Tax

1	In the Search bar, enter Create Journal. In the search results, select the Create Journal task. 
2	In their respective fields, please enter the following information: • Ledger – ALWAYS “Kern County: Actuals” • Accounting Date – Enter the accounting date for the transaction • Journal Source – ALWAYS “Manual Journal” • Balancing Fund – ALWAYS “1387FD Kern360 Balancing Fund” • Book Code – Only for full accrual entries during year end: select the book code for the transaction. Otherwise, leave field blank • Memo – Provide an explanation for the purpose of the journal • External Reference ID – Optional, used to track the reference ID from another system for a Journal Line • 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 – This field appears if you check the previous box for “Create Reversal.” Enter the date the reversal should happen on if applicable. • Control Total Amount – Can Leave blank as next screen will allow you to enter after filling out your journal lines

See screenshot below for an example of the data entry necessary to continue.

Create Journal

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

Ledger * X Kern County : Actuals ... Accounting Date * 06/20/2025 Period P12 Jun-2025 Actuals (Kern County) Currency USD Journal Source * X Manual Journal ... Display Account Set (empty) Balancing Fund X 1387FD Kern360 Balancing Fund ... Currency Rate Type (empty) Book Code	Memo External Reference ID Record Quantity ☐ Enable Multicurrency ☐ Include Tax Lines ☐ Adjustment Journal ☐ Create Reversal ☐ Reversal Date Control Total Amount 0.00
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Continue

Cancel

Once desired information is entered, select Continue.

3 Under **Journal Information**, review/enter any information that you did enter or need to correct from the previous page.

If in the previous screen you did not include a value in the “Control Total” field, please enter the total amount for the journal (i.e. Debits = 100 and Credits = 100, then “Control Total” = 100).

4 Under the **Journal Entry Lines** tab, enter the following information:

- **Company** – Required, enter “Kern County” This should default
- **Ledger Account** – Required, enter appropriate ledger account
 - For the debit line, enter 4525: Non-Revenue Receipts
 - For the credit line, enter the ledger account being credited on the original transaction. Please refer to the relevant “View Operational Journal” job aid to see what account is being credited
- **Debit Amount** and **Credit Amount** - Required, enter absolute values (no negative numbers)
- **Memo** – Provide an explanation for line level
- **External Reference ID** – Optional, used to track the reference ID from another system for a Journal Line
- **Budget Date** – Usually will not change, defaults to the date chosen in the “Accounting Date” Field

Create Journal for Unpaid Sales Tax

	• Revenue Category (credit) & Cost Center – Required when “Ledger Account” is an Income Statement Accounts and when Ledger Account Type is Revenue ○ For this journal, ALWAYS use ledger account 4525, 1575RC, and 1932CC • Spend Category (debit) & Cost Center – Required when “Ledger Account” is an Income Statement Account and when Ledger Account Type is Expense ○ For this journal, use the ledger account, spend category, and cost center from the original transaction we are attempting to pay additional sales tax on • Project Task – Required when using a “Spend Category” that is enabled to be “Trackable,” typically when purchasing an asset (if entering a “Project Task,” “Cost Center” and “Additional Worktags” will auto-populate) • Grant – Optional, enter the appropriate “Grant” if necessary (if entering a “Grant,” “Cost Center” and “Additional Worktags” will auto-populate) • Cost Center – Required, “Cost Center” (department/budget unit) being transacted against ○ For this journal, use 1932CC: Aud-Contl Spl Deposit Trust • Additional Worktags – Required, once selecting a “Project Task” or “Cost Center,” related worktags for “Activity” and “Fund” will auto-populate, both of which are required • Interworktag Affiliates – Leave field blank • Exclude from Spend Report – Leave field blank
D	Under the Attachments tab, add relevant supporting files. 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, click the Trash Can icon on the right. 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)
 - Budget Manager (If transaction is an appropriation)
 - Cost Center Manager (Will route to each respective Cost Center Manager include on transaction)
 - Project Manager (If “Project Task” worktag was included on transaction)
- Grant Manager (If “Grant” worktag was included on transaction)
- The journal is then routed for a budget check and sent to a Budget Manager if the budget check fails
- Once approved by all involved parties, Workday creates and posts the journal
- To view the business process steps taken and overall status: navigate to the **Process** tab or **Process History** tab that include completed process steps and remaining process steps

Related Reports

- Find Journals
- Find Journal Lines