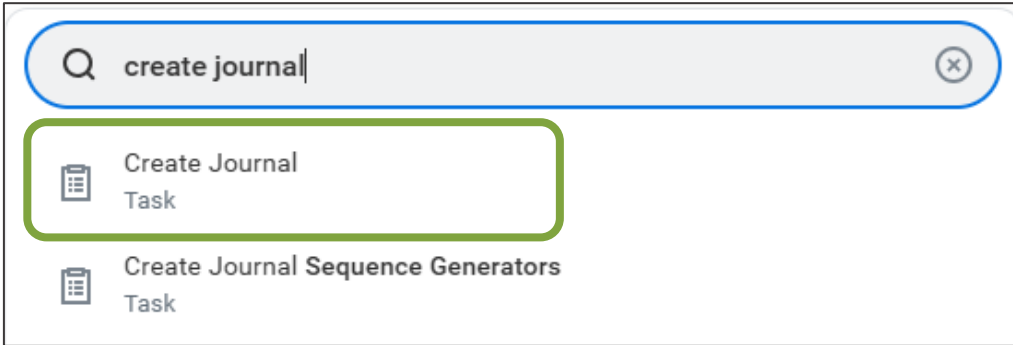
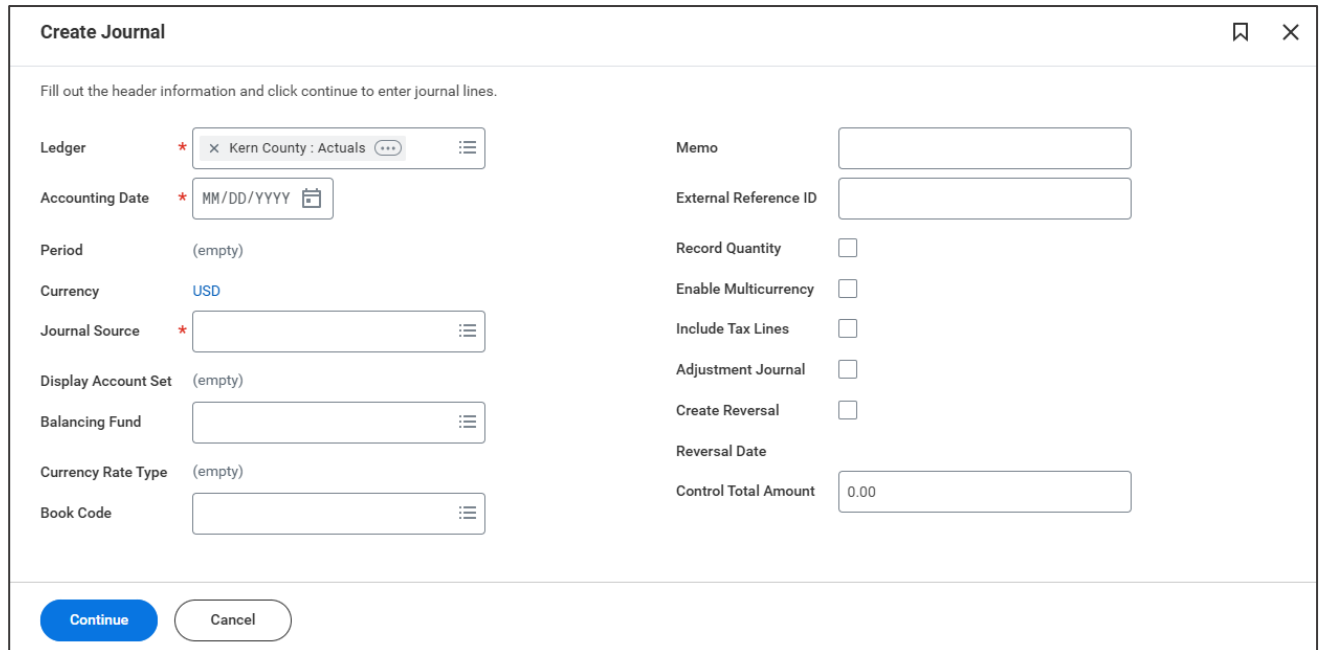


|                        |                                                                              |
|------------------------|------------------------------------------------------------------------------|
| <b>Audience / Role</b> | Business Asset Accountant<br>Department Accountant                           |
| <b>Description</b>     | This job aid provides instructions to create an accounting journal manually. |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <p>In the Search bar, enter Create Journal. In the search results, select the Create Journal task.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>2</b> | <p>In their respective fields, please enter the following information:</p> <ul style="list-style-type: none"> <li>• <b>Ledger</b> – ALWAYS “Kern County: Actuals”</li> <li>• <b>Accounting Date</b> – Enter the accounting date for the transaction</li> <li>• <b>Journal Source</b> – ALWAYS “Manual Journal”</li> <li>• <b>Balancing Fund</b> – ALWAYS “1387FD Kern360 Balancing Fund”</li> <li>• <b>Book Code</b> – Leave field blank</li> <li>• <b>Memo</b> – Provide an explanation for the purpose of the journal</li> <li>• <b>External Reference ID</b> – Optional, used to track the reference ID from another system for a Journal Line</li> <li>• <b>Record Quantity</b> – Optional</li> <li>• <b>Enable Multicurrency</b> – Optional</li> <li>• <b>Include Tax Lines</b> – Optional</li> <li>• <b>Adjustment Journal</b> – Optional</li> <li>• <b>Create Reversal</b> – select this checkbox if the transaction should be auto reversed</li> <li>• <b>Reversal Date</b> – This field appears if you check the previous box for “Create Reversal.” Enter the date the reversal should happen on if applicable.</li> <li>• <b>Control Total Amount</b> – Can leave blank as next screen will allow you to enter after filling out your journal lines</li> </ul> |

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



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
  - **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
  - **Revenue Category** – Required when “Ledger Account” is an Income Statement Accounts and when Ledger Account Type is Revenue
  - **Spend Category** – Required when “Ledger Account” is an Income Statement Accounts and when Ledger Account Type is Expense
  - **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)



## CREATE JOURNAL

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <ul style="list-style-type: none"><li>• <b>Grant</b> – Optional, enter the appropriate “Grant” if necessary (if entering a “Grant,” “Cost Center” and “Additional Worktags” will auto-populate)</li><li>• <b>Cost Center</b> – Required, “Cost Center” (department/budget unit) being transacted against</li><li>• <b>Additional Worktags</b> – Required, once selecting a “Project Task” or “Cost Center,” related worktags for “Activity” and “Fund” will auto-populate, both of which are required</li><li>• <b>Interworktag Affiliates</b> – Leave field blank</li><li>• <b>Exclude from Spend Report</b> – Leave field blank</li></ul> |
| 5 | <p>Under the <b>Attachments</b> tab, add relevant supporting files.</p> <p>Click Select files&gt;find and click on the file you want to attach&gt;click open&gt;"Successfully Uploaded!" message displays. (The “Companies without Access” filed should always be blank).</p> <p>To add more than one attachment: Click Upload&gt;find and click on the new file you want to attach&gt;click open&gt;"Successfully Uploaded!" message displays. To remove an attachment, click the Trash Can icon on the right.</p> <p>Select <b>Submit</b>.</p>                                                                                            |

## What Happens Next?

- The accounting journal request routes for review and approval. Additional conditional approvers depend on details of journal.
  - 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 History tab

## Related Reports

Find Journals