



workday

**Accounting Journal Entry -
Accountant**





Purpose and Overview

The purpose of this guide is to help an Accountant create an accounting journal entry, an accrual (reversing journal), find a journal, copy/edit a journal, reverse a journal (undo), and an accounting adjustment within the Workday application.

Process



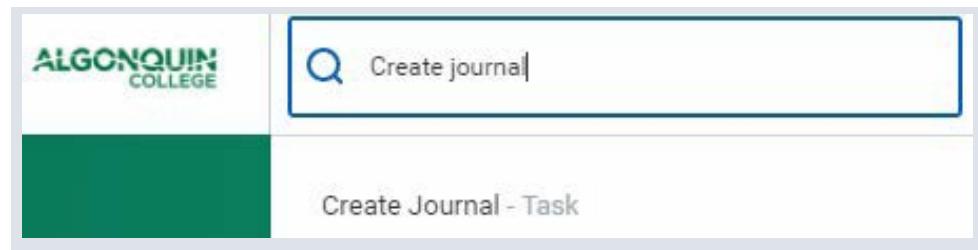
Note: If journals are greater than \$100,000 additional approvals by the Controller and VP Finance are required.

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Create Journal

1. Log into Workday. Once logged in select the search bar. Use the search feature to find and select, 'Create Journal'.



2. On the Create Journal page, the header of the journal is split into two sides, left and right. Populate the left side of the header first with the following required fields:

- ✓ **Ledger:** ALGON The Algonquin College of Applied Arts and Technology: Actuals or FOUND The Algonquin College Foundation: Actuals
- ✓ **Accounting Date:** (choose the calendar icon to get a date or type in day, month, year)
- ✓ **Period:** This field will automatically populate based on the accounting date chosen
- ✓ **Currency:** CAD will automatically populate when the ledger is chosen
- ✓ **Journal Source:** Choose the appropriate journal source based on the journal being entered. i.e. reversals use Accrual Journal; regular journals use Online Journal



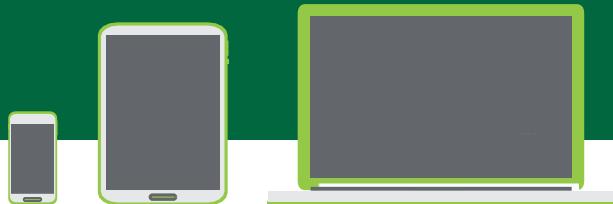
Tip: Accounting dates can only be selected for open periods.



Create Journal

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

Ledger	* <input type="text" value="X ALGON The Algonquin College of Applied Arts and Technology : Actuals"/> ≡
Accounting Date	* <input type="text" value="12 / 02 / 2018"/> ≡
Period	11 - Feb-FY 2017 - 2018 Actuals (ALGON The Alg)
Currency	CAD
Journal Source	* <input type="text" value="X Accrual Journal"/> ≡
Display Account Set	(empty)
Balancing Fund	≡
Currency Rate Type	(empty)
Book Code	≡



3. Next, populate the right side of the header, where the only required field is the Memo. Enter a detailed description of the entry, i.e. To accrue audit fees for 2017/18. All other fields on the right side of the header are not required.

If this journal is an accrual journal, you will click on the Create Reversal box and a new window will populate with the reversal date, this defaults to the 1st of the following month.

4. Click Continue on bottom left of the screen to generate the lines of the journal entry.

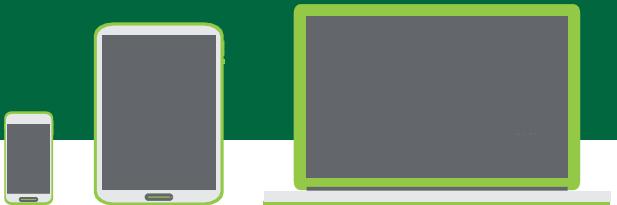


Tip: The Journal Entry Lines section is auto-populated with two lines. To add additional Journal Entry lines select the '+' button on the left side of the table. To remove lines, select the '-' button in the same location.

Memo	To accrue audit fees for 2017/18
External Reference ID	
Record Quantity	<input type="checkbox"/>
Enable Multicurrency	<input type="checkbox"/>
Include Tax Lines	<input type="checkbox"/>
Adjustment Journal	<input type="checkbox"/>
Create Reversal	<input checked="" type="checkbox"/>
Reversal Date	* 01 / 03 / 2018
Control Total Amount	0.00

*Only for accrual

Continue	Cancel
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5. On the Journal page, scroll down the page to the Journal Entry Lines section. Use the drop-down menus or type in the number or name of the object for the following required fields:

- ✓ **Company:** defaults from ledger field in the header
- ✓ **Ledger Account:** choose the appropriate ledger account
- ✓ **Debit Amount/Credit Amount:** Dollar value for that line of the journal
- ✓ **Memo:** this line memo field is optional but feel free to include additional information in this field if required.



The journal's debit (s) and credit (s) must be balanced before the journal can be submitted.

Journal Entry Lines		Attachments				
Journal Entry Lines 2 items						
Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	
(+)	ALGON The Algonquin College of Applied Arts and Technology	7390:PROFESSIONAL FEES	50,000.00	0.00		
(+)	ALGON The Algonquin College of Applied Arts and Technology	2080:ACCRUED LIABILITIES	0.00	50,000.00		

6. Scroll to the right to see the rest of the journal line that needs to be populated. The required fields are as follows:

- ✓ **Cost Center** (only required if ledger account is a revenue or expense)
- ✓ **Spend Category/Revenue Category** (only required if ledger account is a revenue or expense)



If a balance sheet account is used (asset, liability, equity), then no cost center will be used in the journal

- ✓ **Additional Worktags:** Region will auto-populate once a cost center is populated (only required on revenue and expenses). Other additional worktags that may be populated in this field are bank account, deferred revenue, deferred capital contribution, gift, and net asset detail.

Journal Entry Lines Attachments

Journal Entry Lines 2 items

Line	Credit Amount	Memo	External Reference ID	Budget Date	Cost Center	Spend Category	Revenue Category	Additional Worktags	Exclude from Spend Report
1	0.00			10 / 08 / 2018	<input type="text" value="X 284F FINANCIAL SERVICES MANAGER"/>			<input type="text" value="X Region: ADMINISTRATIVE"/>	<input type="checkbox"/>
2	50,000.00			10/08/2018					<input type="checkbox"/>

Red arrows pointing left and right indicate the user should scroll horizontally to view the rest of the journal line.

Submit Save for Later Cancel



7. Select the Attachments tab. In the Attachments section, click Select Files or drag and drop files to attach backup to the journal entry. Attachments are optional on a journal entry, if nothing is attached you will see the alert message 'Attachment required if applicable', but you can still submit the entry.

8. All fields are populated, you can now submit the journal by clicking submit. If you're not ready to submit, you can hit the save for later button and come back to the journal at a later time (see find journals on page 7). If you choose to cancel the journal, the entire journal will be discarded.



After selecting Submit, the Journal will be sent to another accountant for approval. If the journal is a reversal, then there is a second level of approval by the Accounting Manager.



Additional level of approval is required if the journal entry is greater than \$100K. It will route to the Controller and the VP finance.

Journal Entry Lines **Attachments**

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

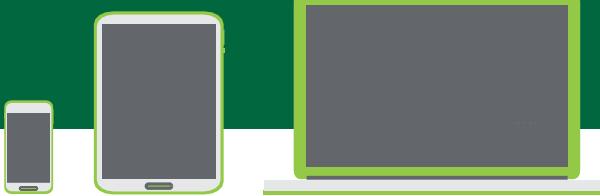
Find Journals

1. Use the search feature to find and select, 'Find Journals Lines with Sequence Generator' or 'Find Journals with Sequence Generator'
2. Populate the mandatory fields:
 - ✓ **Company:** ALGON The Algonquin College of Applied Arts and Technology: Actuals or FOUND The Algonquin College Foundation:Actuals
 - ✓ **Year:** The fiscal year
 - ✓ **Period:** This field can be one or more specific periods, a quarter or a full year.

3. Click OK.



Tip: There are additional fields that appear on the Find Journals screen to further narrow down your search i.e. Originated By, Ledger Accounts, or worktags.



FIN RPT - Find Journal Lines with Sequence Generator

Use this standard report to find one or more journal lines. The more criteria you Required prompts: Company, Year, Period Optional prompts: Ledger, Book, Jour

FIN RPT - Find Journals with Sequence Generator

FIN RPT - Find Journal Lines with Sequence Generator Actions

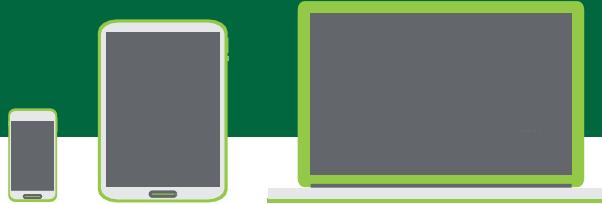
Match Type	<input type="text"/>
Company	<input checked="" type="checkbox"/> ALGON The Algonquin College of Applied Arts and Technology
Year	<input checked="" type="checkbox"/> FY 2018 - 2019
Period	<input checked="" type="checkbox"/> 05 - Aug

FIN RPT - Find Journals with Sequence Generator Actions

Company	<input checked="" type="checkbox"/> ALGON The Algonquin College of Applied Arts and Technology
Year	<input checked="" type="checkbox"/> FY 2018 - 2019
Period	<input checked="" type="checkbox"/> 05 - Aug

OK

Cancel



4. A table will display with the journals found in Workday that meet the criteria you entered on the first page. You can quickly verify the status of a journal (created, cancelled, error, in progress, posted), the amount, journal source, memo, originated by, approved by.

← FIN RPT - Find Journals with Sequence Generator Actions



Details

102 items



Journal	Journal #	Company	Status	Accounting Journal Event in Progress	Accounting Date	Total Ledger Debits	Total Ledger Credits	Currency	Source	L
Q	SINJ-0000000006	ALGON The Algonquin College of Applied Arts and Technology	Posted		17/09/2018	119,215.00	119,215.00	CAD	Supplier Invoice	
Q	JRNL-0000000013	ALGON The Algonquin College of Applied Arts and Technology	Posted		24/09/2018	100,000.01	100,000.01	CAD	Manual Journal	
Q	JRNL-0000000014	ALGON The Algonquin College of Applied Arts and Technology	Posted		24/09/2018	1,000,000.01	1,000,000.01	CAD	Manual Journal	
Q	JRNL-0000000012	ALGON The Algonquin College of Applied Arts and Technology	Posted		24/09/2018	500.00	500.00	CAD	Manual Journal	
Q	JRNL-0000000015	ALGON The Algonquin College	Posted		24/09/2018	1 000 00	1 000 00	CAD	Accrual Journal	



Related Actions on a Journal Entry

After you complete the steps to 'Find Journals' you may want to perform an additional task on a specific journal. Depending on the status of the journal, you will have a particular menu of options display for you to choose from, but the only ones you will ever choose are edit, add/change attachment, cancel, copy, submit and reverse.

Accessing the related actions is done by hovering over the magnifying glass in the first column of the table labeled 'Journal'. Then a little rectangle with 3 dots in the middle appears. Click on that rectangle and the menu displays. Choose the desired menu option.

Edit

Choosing Edit brings you into the journal and you can make any changes/corrections required, then click submit to complete.

Related Actions Menu: Journal Status is Created

11 items

Journal	Journal Number	Company	Status
JE-0000005	ALGON The Algonquin College of Applied Arts and Technology	In Pro	

Actions

- Journal > **Journal**
- Favorite >

Journal JE-0000005

- Edit
- Edit (Errors Only)
- Add/Change Attachment
- Cancel
- Copy
- Enable Multicurrency
- Enable Record Quantity
- Submit
- Ledger

Related Actions Menu: Journal Status Posted

6 items

Journal	Journal Number	Company	Status	Account Date
JE-0000005	ALGON The Algonquin College of Applied Arts and Technology	In Pro		

Actions

- Journal > **Journal**
- Favorite >
- Journal Entry >

Journal JE-0000005

- Add/Change Attachment
- Copy
- Reverse

Accounting Date 01/01/2024

Currency CAD



Add/Change Attachment

Choosing Add/Change Attachment brings you to the attachments tab of the journal where you can drag and drop or search for a file and attach. You can also delete a file that is currently attached (click on trash can) and replace it with an updated one (hit upload). Click OK once complete.





Cancel

Choosing to cancel a journal will bring you into that specific journal, but ask you to confirm if you want to cancel the journal. To proceed to cancel the journal, click OK.

You will then get another message to tell you that the journal has been successfully cancelled.

Confirm Cancel Journal

Are you sure you want to cancel this journal?

Journal	Journal Number	Status	Created
Journal	JE-0000021		

Journal Entry Information

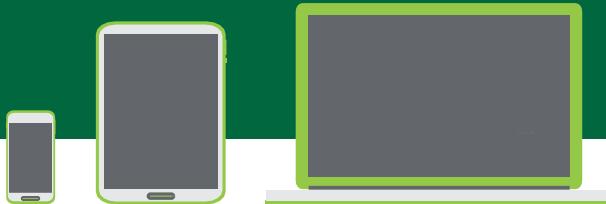
Originated by	Ginette Belair
Accounting Date	29/01/2018
Currency	CAD
Period	10 - Jan-FY 2017 - 2018 Actuals (ALGON The Algonquin College of Applied Arts and Technology)
Ledger	ALGON The Algonquin College of Applied Arts and Technology : Actuals

Journal Source: Journal's On-Line Journal

OK **Cancel**

Cancel Journal

The Journal has been successfully cancelled



Copy Journal

1. Use the search feature to find and select, 'Find Journals with Sequence Generator' .
2. Enter the mandatory fields Company, Year and Period.
3. Click OK.
4. Find the journal you would like to copy (related action off journal (see page 9) and click on copy).
5. Choose your accounting date and you can update the memo if required.
6. Click OK and a copy of the existing journal will be created and it looks exactly like a regular journal (see pages 4-6).
7. You can edit the journal if need be, then click submit.



After selecting Submit, the Journal will be sent to a Cost Center Manager for approval. Once the CC Manager has approved, the journal will be routed to finance for final approval and posting.

Copy Journal

Company	ALGON The Algonquin College of Applied Arts and Technology
Accounting Journal	<input type="text"/>
Ledger	<input type="text"/> * Actuals
Accounting Date	<input type="text"/> * 06 / 02 / 2018 <input type="button"/>
Period	11 - Feb-FY 2017 - 2018 Actuals (ALGON The Algonquin College of
Memo	(Copy of) Field Accountant Test for >\$1
External Reference ID	<input type="text"/>
Reverse	<input type="checkbox"/>
Reset Currency Rate	<input type="checkbox"/>

OK **Cancel**

Reverse Journal

1. Use the search feature to find and select, 'Find Journals'.
2. Enter the mandatory fields Company, Year and Period.
3. Click OK.
4. Find the journal you would like to reverse (related action off journal (see page 9) and click on Reverse
5. You will get a message asking you if you would like to reverse this journal. To proceed, hit the submit button on the bottom left of the screen.
6. The journal will be routed to the Accounting Manager - Senior Financial Analyst.
7. Click Done.



There is an option to enter a comment in a box just above the submit button. It's optional, but you can enter your reason for reversing the journal.

Reverse Accounting Journal

Are you sure you want to reverse this journal?

Journal	Q	Journal Number	JE-00000752	Status	Posted	Journal Sequence Number	JRN1-0000000159
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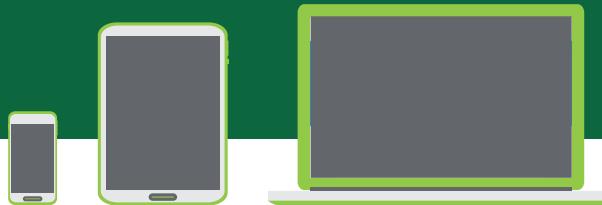
Journal Entry Information

Originated by	Kelli Doucet (77660)
Accounting Date	01/08/2018
Currency	CAD
Period	05-Aug-FY 2018 - 2019 Actuals (ALGON The Algonquin College of Applied Arts and Technology)
Ledger	ALGON The Algonquin College of Applied Arts and Technology : Actuals
Journal Source	Manual Journal
Book Code	(empty)

Journal Lines 4 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID
ALGON The Algonquin College of Applied Arts and Technology	4000:REVENUE	48,823.00	0.00		
ALGON The Algonquin College of Applied Arts and Technology	2930:DEFERRED CAP CONT EQUIP	0.00	6,303.00		
ALGON The Algonquin College of Applied Arts and Technology	2930:DEFERRED CAP CONT EQUIP	0.00	36,711.00		

Buttons: Submit, Cancel



Financial Accounting Adjustments

On certain expense reports and supplier invoices/supplier invoice adjustments we have the ability to create a financial accounting adjustment on these transactions that have already been posted.

1. Use the search feature to Find Expense Reports or Find Supplier Invoices
2. From the related action on the supplier invoice you want to adjust, from the Accounting Action choose Adjust Accounting.
3. The accounting adjustment date defaults to today's date. If you change the date, it must remain in an open accounting period (see next page).
4. Scrolling the page the the right, that's where you have the option to either change the spend category, cost center, region (auto-populated) or additional worktags like Receiving on a supplier invoice. Choose a reason for the change from a drop down menu. You can also attach backup for the accounting adjustment entry if applicable.

The screenshot shows the Workday interface for a 'Supplier Invoice'. The main title is 'Supplier Invoice' with the identifier 'Supplier Invoice: SINV-0000000000'. Below the title, there are several tabs: 'Status', 'Approved', 'Payment Status', and 'Paid'. A callout box highlights the 'Adjust Accounting' button in the 'Actions' section of the sidebar. A purple circle labeled '1 & 2' highlights the 'Adjust Accounting' button and the 'Actions' sidebar. A red box highlights the search icon in the bottom-left corner of the page. The 'Invoice Information' section displays details such as Company (ALGON The Algonquin College of Applied Arts and Technology), Supplier (Test_CH_01_Canada), Currency (CAD), Invoice Date (09/11/2018), Due Date (09/12/2018), Total Invoice Amount (0.01), and Amount Due (0.00). The bottom of the page shows a table with several rows of supplier invoice data.

Transaction Supplier Invoice: SINV-0000000032 Transaction Status Approved Accounting Adjustment Date * 23 / 11 / 2018 Payment Status Paid

Document Information

Company ALGON The Algonquin College of Applied Arts and Technology
Supplier Test_CH_01_Canada
Document Date 09/11/2018
Transaction Currency CAD
Total Transaction Amount 0.01

3

Lines Prepaid Details Accounting Adjustment Attachments

Lines 1 item

	Document Lines	Company	Quantity	Unit Amount	Extended Amount	Current Budget Date	Proposed Budget Date	Current Spend Category
	Supplier Invoice: SINV-0000000032 - 0.01	ALGON The Algonquin College of Applied Arts and Technology	1	0.01	0.01	09/11/2018	09/11/2018	Printing External

4



4

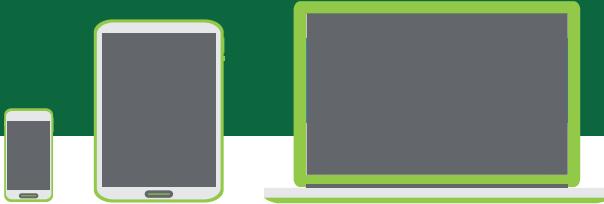
Lines Prepaid Details Accounting Adjustment Attachments

Lines 1 item

*Proposed Spend Category	Change Reason	Current Worktags	Proposed Adjustment Worktags	
			*Cost Center	*Region
X Printing External		284D Director Of Finance Administrative NO	X 284D Director Of Finance	X Administrative

5





5. Once complete, hit submit. The adjustment will be routed to the Accounting Manager for approval.

Transaction Supplier Invoice: SINV-0000000032 Transaction Status Approved Accounting Adjustment Date * 23 / 11 / 2018 Payment Status Paid

Document Information

Company ALGON The Algonquin College of Applied Arts and Technology 

Supplier Test_CH_01_Canada

Document Date 09/11/2018

Transaction Currency CAD

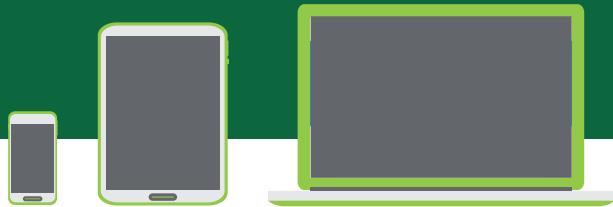
Total Transaction Amount 0.01

Lines Prepaid Details Accounting Adjustment Attachments

Lines 1 item

*Proposed Spend Category	Change Reason	Current Worktags	Proposed Adjustment Worktags
 Printing External 	 Incorrect Cost Center 	284D Director Of Finance Administrative NO	 284F Financial Services Manager   Administrative 

Submit **Save for Later** **Cancel**



6. After the adjustment is approved, if you go back to the supplier invoice, you'll see a tab for accounting adjustment. When you click on that, you can see the change that was made.

This functionality allows for a better audit trail when making corrections.

Implementation - algonquincollege7
On behalf of: Emily Woods

ALGONQUIN COLLEGE Search 1 10 Cloud

View Supplier Invoice

View Exceptions

Supplier Invoice	Invoice Number	Status	Payment Status	Paid
SINV-0000000032	Approved			

Invoice Information Terms and Taxes Invoice Reference Information

Company: ALGON The Algonquin College of Applied Arts and Technology	Payment Terms: Net 30	Ship-To Address: (empty)
Supplier: Test_CH_01_Canada	Discount Date: (empty)	Settlement Runs: SR-00000027
Currency: CAD	Due Date: 09/12/2018	On Hold: No
Invoice Date: 09/11/2018	Default Payment Type: Check	Supplier Document Received: No
Invoice Received Date: (empty)	Override Payment Type: Wire	Supplier's Invoice Number: testwiretest
Total Invoice Amount: 0.01	Tax Option: Calculate Tax Due to Supplier	External PO Number: (empty)
Amount Due: 0.00		Referenced Invoices: (empty)
		Supplier Contract: (empty)
		Total Contract Amount: 0.00

Invoice Lines Tax Attachments Payments Process History Errors & Warnings Accounting Adjustment

Accounting Adjustment: Adjustment 1 for Supplier Invoice: SINV-0000000032 - 2018 11 23 Adjustment Date: 23/11/2018 Transaction Status: Approved

1 item						Prior Worktags	Current Worktags	Prepaid
Extended Amount	Prior Budget Date	Current Budget Date	Prior Spend Category	Current Spend Category	Change Reason			
0.01	09/11/2018	09/11/2018	Printing External	Printing External	Incorrect Cost Center	284D Director Of Finance Administrative NO	284F Financial Services Manager Administrative NO	