



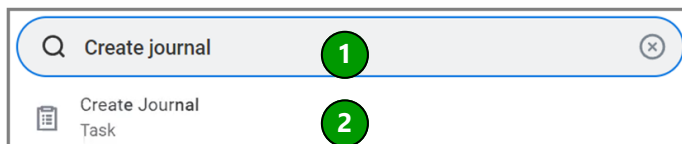
Journal Entries: Create Journal

This guide will explain how to create journal entries in Workday. 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 received within Workday.

Create Journals

To create a journal, the **Accountant, Accounting Manager, or Accounting Operations** lead access the Create Journal task in Workday.

1. Type **Create Journal** in the Search bar. The task will display in the search results.
2. Select the task. The **Create Journal** page will display.
3. Enter the following fields to create journal.
 - **Ledger**
 - **Accounting Date**
 - **Journal Source**
 - **Memo**
 - **Balancing Fund**
 - **Optional Balancing Worktag**
4. Click **Continue** and then scroll down to view the journal entry lines.



Create Journal

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

Ledger **3** x Vanderbilt University Medical Center - Actuals

Accounting Date **3** 04/29/2022

Period Apr-FY22 Actuals (Vanderbilt University Medical Center)

Currency **3** USD

Journal Source **3** * Manual Journal

Display Account Set (empty)

Balancing Fund

Optional Balancing Worktags (empty)

Currency Rate Type (empty)

Book Code

Memo **3** Test Journal

External Reference ID

Record Quantity

Enable Multicurrency

Include Tax Lines

Disable Optional Worktag Balancing

Adjustment Journal

Create Reversal

Reversal Date

Control Total Amount 0.00

4 Continue Cancel



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Create Journals

5. Enter the following details in the journal lines.

- **Ledger Account**
- **Credit and Debit Amounts**

6. Scroll towards the right and enter the relevant worktags.

Note: 'Funding Source' worktag should be selected first, following Spend Category/Revenue Category, this would include gift, grant, program, or project. If none of those are applicable, a cost center should be selected next as applicable. Selecting the funding source first gives the benefit of the correct related worktags being pulled into the journal automatically.

7. Click **Submit** to create journal.

Journal Entry Lines		Attachments					
Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date
1	Vanderbilt University Medical Center	1030:Cash Equivalents	0.00	0.00			04/29/20
2	Vanderbilt University Medical Center	1220:Estimated Net Receivables Under Third-Party Programs	0.00	0.00			04/29/202

Spend Category	Revenue Category	Gift	Grant	Project	Program