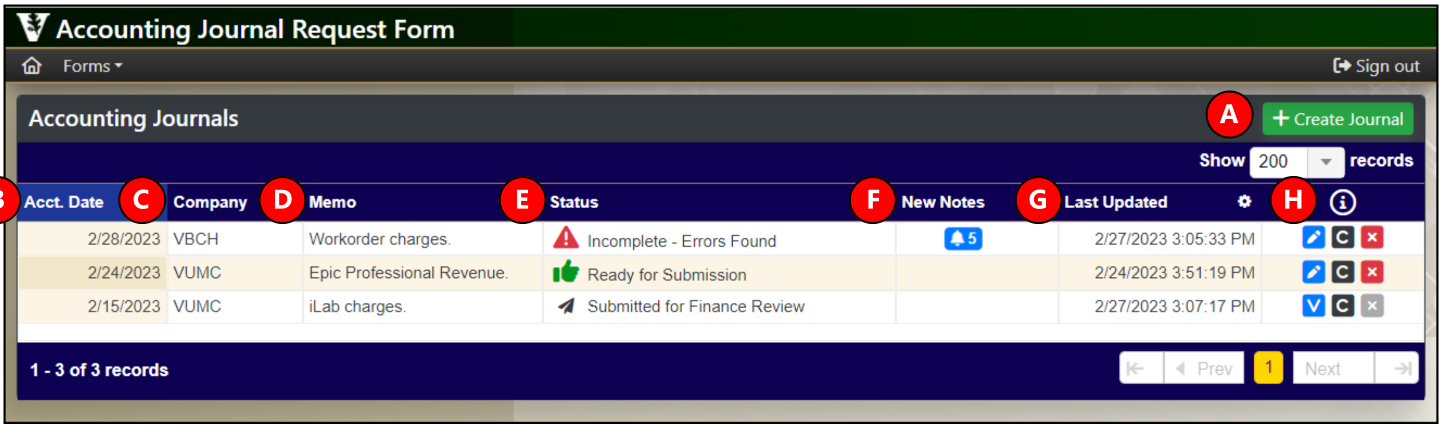
VUMC BUSINESS EDUCATION

Journal Entry Tools (JET):

Accounting Journal Requests (Manual Journal Entry Request)

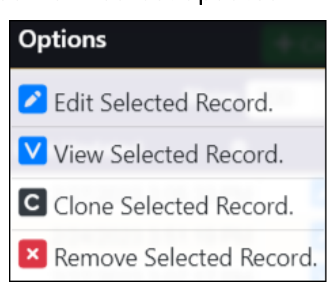
https://finweb.app.vumc.org/Apps/DOFAppJET/AccountingJournalRequestForm

Accounting Journals are manual journals interfaced from other source systems (e.g. Workorders, iLab, eStar) and manually entered into Workday. This Accounting Journal Request Form is used by Departments to initiate a request for an Accounting Journal to be made in Workday by Central Finance when a change to the accounting on a transaction is needed. These requests go through the approval workflow in Workday. If only a change to a worktag on a transaction is needed on an operational transaction (i.e. a transaction that originates from Workday), an Accounting Adjustment should be initiated within Workday instead of this form.



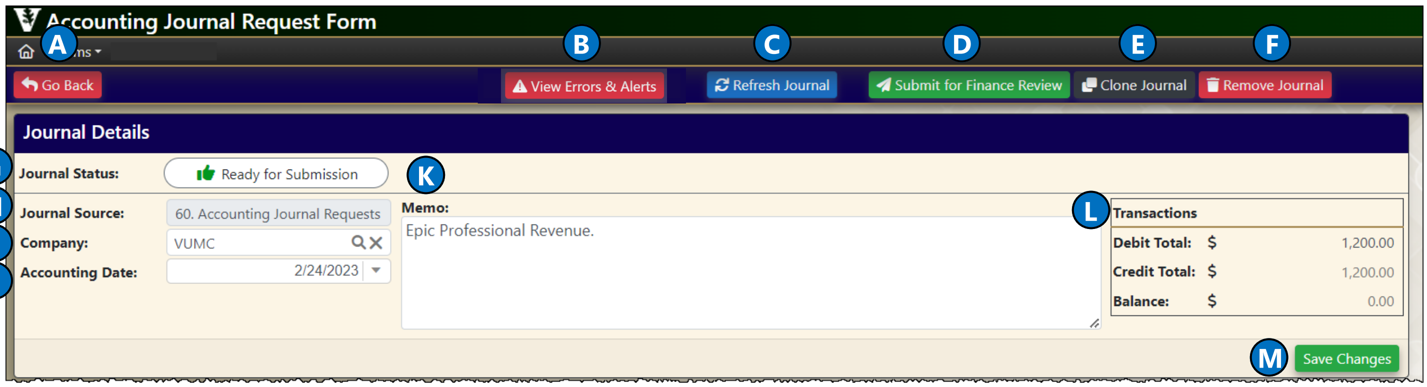
Landing Page

After logging into the tool, a landing page will display details of all journals you have initiated within the tool. This page will be blank if no journals have been submitted. Select individual column headers to sort and/or apply filters. View additional details about each column below.

- **A** **Create Journal** - create a new Accounting Journal Request
- **B** **Acct. Date** - accounting date from the journal as filled in by the initiator
- **C** **Company** - worktag that represents each legal entity with a separate Tax ID. Companies are organized into hierarchies based on VUMC's legal entity ownership structure.
- **D** **Memo** - memo from the journal as filled in by the initiator
- **E** **Status** - indication of where the journal is in workflow within this tool (not an indicator of Workday workflow status)
- **F** **New Notes** - notes added by Journal Reviewers
- **G** **Last Updated** - time stamp indication of when journal was last updated
- **H**  - 

Accounting Journal Requests - Page 2

After selecting **Create Journal** from the landing page, a new Accounting Journal Request will open. For fields with a magnifying glass, you can search for a worktag or type **%** as a wildcard to pull up all available options.



Journal Details (Header)

A Go back - takes you back to the landing page

B View Errors & Alerts - displays any errors or other warnings preventing the journal from being submitted

C Refresh - refreshes the journal with any changes

D Submit for Finance Review - sends to journal reviewer

E Clone Journal - copies the information into a new journal

F Remove Journal - deletes the journal

G Journal Status - indicates where journal is in workflow

H Journal Source - how the transaction's journal source will display in Workday (cannot be edited)

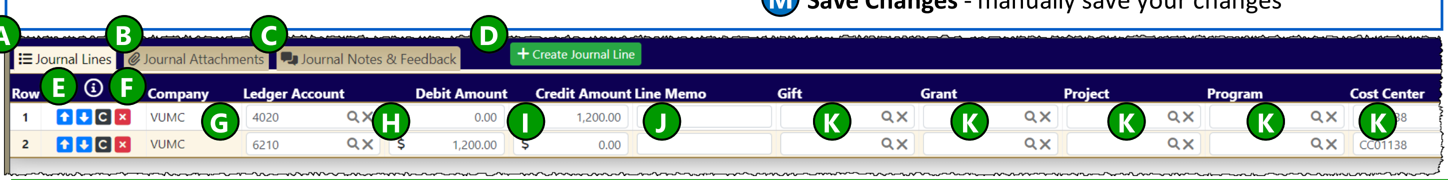
I Company - worktag that represents each legal entity with a separate Tax ID (see note on **C** on Page 1)

J Accounting Date - the date the journal is initiated

K Memo - overview of the journal

L Transactions - debit totals must equal credit totals

M Save Changes - manually save your changes



Journal Lines, Attachments, Notes & Feedback (Bottom section)

Required fields on an Accounting Journal Request include Company, Ledger Account, Cost Center, Fund, Operating Entity, and Journal Attachments. Debit and credit amounts cannot be on the same journal line.

A Journal Lines - tab to show lines of the journal

B Journal Attachments (required) - support for the journal

C Journal Notes & Feedback - notes can be added by journal requestors and reviewers

D Create Journal Line - adds another line (row) to the journal

E - options to rearrange, clone, or remove a line

F Company - defaults based on driver worktag (**K**) chosen

G Ledger Account (required) - ledger account for the line

H Debit Amount - dollar amount to debit

I Credit Amount dollar amount to credit

J Line Memo - description of the transaction

K Funding Sources (Driver Worktags) - choose a driver worktag first to automatically populate other related worktags

QUESTIONS?

Please email BusinessEducation@vumc.org.

03-13-2023