



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.

The screenshot shows the 'Accounting Journal Request Form' interface. At the top right, there is a '+ Create Journal' button (A). Below it, a table lists journal entries with columns: Acct. Date (B), Company (C), Memo (D), Status (E), New Notes (F), Last Updated (G), and an options menu (H). The table contains three records with various statuses like 'Incomplete - Errors Found', 'Ready for Submission', and 'Submitted for Finance Review'. At the bottom, there are navigation buttons for 'Prev' and 'Next'.

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** - **Options**

The options menu is a dropdown list with the following items:

- Edit Selected Record.
- View Selected Record.
- Clone Selected Record.
- Remove Selected Record.



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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.

The screenshot shows the 'Accounting Journal Request Form' interface. At the top, there are navigation buttons: 'Go Back' (A), 'View Errors & Alerts' (B), 'Refresh Journal' (C), 'Submit for Finance Review' (D), 'Clone Journal' (E), and 'Remove Journal' (F). Below this is the 'Journal Details' section. On the left, there are callouts G through K pointing to various fields: 'Journal Status' (G), 'Journal Source' (H), 'Company' (I), 'Accounting Date' (J), and 'Create Reversal' (K). In the center, there is a 'Memo' field (L) containing the text 'Epic Professional Revenue.'. On the right, there is a 'Transactions' table (M) showing a balanced entry with a Debit Total of \$1,200.00 and a Credit Total of \$1,200.00. At the bottom right, there is a 'Save Changes' button (N).

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 Create Reversal** - check box to indicate reversing entry (once checked, Reversal Date automatically populates)
- L Memo** - overview of the journal
- M Transactions** - debit totals must equal credit totals
- N Save Changes** - manually save your changes

The screenshot shows the 'Journal Lines, Attachments, Notes & Feedback' section. At the top, there are tabs: 'Journal Lines' (A), 'Journal Attachments' (B), 'Journal Notes & Feedback' (C), and '+ Create Journal Line' (D). Below the tabs is a table with columns: Row, Company, Ledger Account, Debit Amount, Credit Amount, Line Memo, Gift, Grant, Project, Program, and Cost Center. There are callouts E through K pointing to various elements in the table: E (info icon), F (company dropdown), G (ledger account), H (debit amount), I (credit amount), J (line memo), K (funding sources dropdown), and another K (cost center dropdown).

Row	Company	Ledger Account	Debit Amount	Credit Amount	Line Memo	Gift	Grant	Project	Program	Cost Center
1	VUMC	4020	0.00	1,200.00						38
2	VUMC	6210	1,200.00	0.00						CC01138

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



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The **Tools** drop-down enables you to select the **Funding Source Worktags** feature. This feature allows you to choose a funding type (Gift, Grant, Project, Program, or Cost Center) and view the related worktags associated with the funding source. You also have the option to export this information. Start by searching for a worktag or type % as a wildcard to pull up all worktags.

Funding Source Type	Worktag	Worktag Description	Cost Center ID	Fund ID	Operating Entity ID	CARTs ID	Function Code ID	Service Line ID	Location ID
Cost Center	CC00001	Unassigned	CC00001	FD001	OEMCA	CTZZZ		SL999	
Cost Center	CC00002	MCA 100 Oaks	CC00002	FD001	OEMCA	CTZZZ	FC36036	SL999	
Cost Center	CC00003	AOD Primary Care Internal Medicine 100 Oaks South	CC00003	FD001	OEAOD	CTZZZ	FC44044	SL052	
Cost Center	CC00004	AOD Dietary 100 OAKS Cafeteria	CC00004	FD001	OEAOD	CTZZZ	FC44044	SL014	
Cost Center	CC00006	VUH 100 Oaks Clinical Engineering	CC00006	FD001	OEVUH	CTZZZ	FC43043	SL063	
Cost Center	CC00007	AOD Dermatology 100 OAKS Cosmetic Dermatology	CC00007	FD001	OEAOD	CTZZZ	FC44044	SL012	

Funding Source Worktags Details

- A Tools** - use the drop down to access the **Funding Source Worktags** tab
- B Funding Source Type** - type 'All' to see all funding types (Gift, Grant, Project, Program, or Cost Center)
- C Worktag Filter** - type % wildcard to view all worktags
- D Funding Source Type drop down** - select a specific funding source type to filter results
- E Filters** - ability to type specific data in each header
- F Export** - export data to Excel

The **Tools** drop-down enables you to select the **Ledger Account Mappings: Non-Payroll Expenses** feature. This feature displays the various spend categories and the ledger account associated. This information is **ONLY** for non-payroll expenses.

Spend Category ID	Spend Category Description	Spend Category Hierarchy	Ledger Account ID	Ledger Account Description	Footnote
SC031	SC031 Med Sup: Blood Manufacturing And Hematology Systems, Components And Supplies	Medical supplies (SCH)	6000	Medical Supplies	(2)
SC046	SC046 Med Sup: Serological And Specimen Preparation Test Systems, Components And Supplies	Medical supplies (SCH)	6000	Medical Supplies	(2)
SC050	SC050 Med Sup: Surgical Products	Medical supplies (SCH)	6000	Medical Supplies	(2)

Ledger Account Mappings: Non-Payroll Expenses Details

- A Tools** - use the drop-down to access the **Ledger Account Mappings: Non-Payroll Expenses** tab
- B Spend Category Filter** - type the spend category you would like to see or type % wildcard to view all
- C Filters** - ability to type specific data in each header
- D Export** - export data to Excel

QUESTIONS?