




VUMC
BUSINESS
EDUCATION

WORKDAY WORKSHOP: JOURNAL ENTRIES

DURATION: 30 MINUTES



- —
- —
- —

Topics for today's workshop include

- Operational Journals (Accounting Adjustments) vs. Manual Accounting Journals
- Using the Journal Entry Request Form
- Creating an Accounting Adjustment
- Payroll Accounting Adjustments

WORKSHOP TOPICS

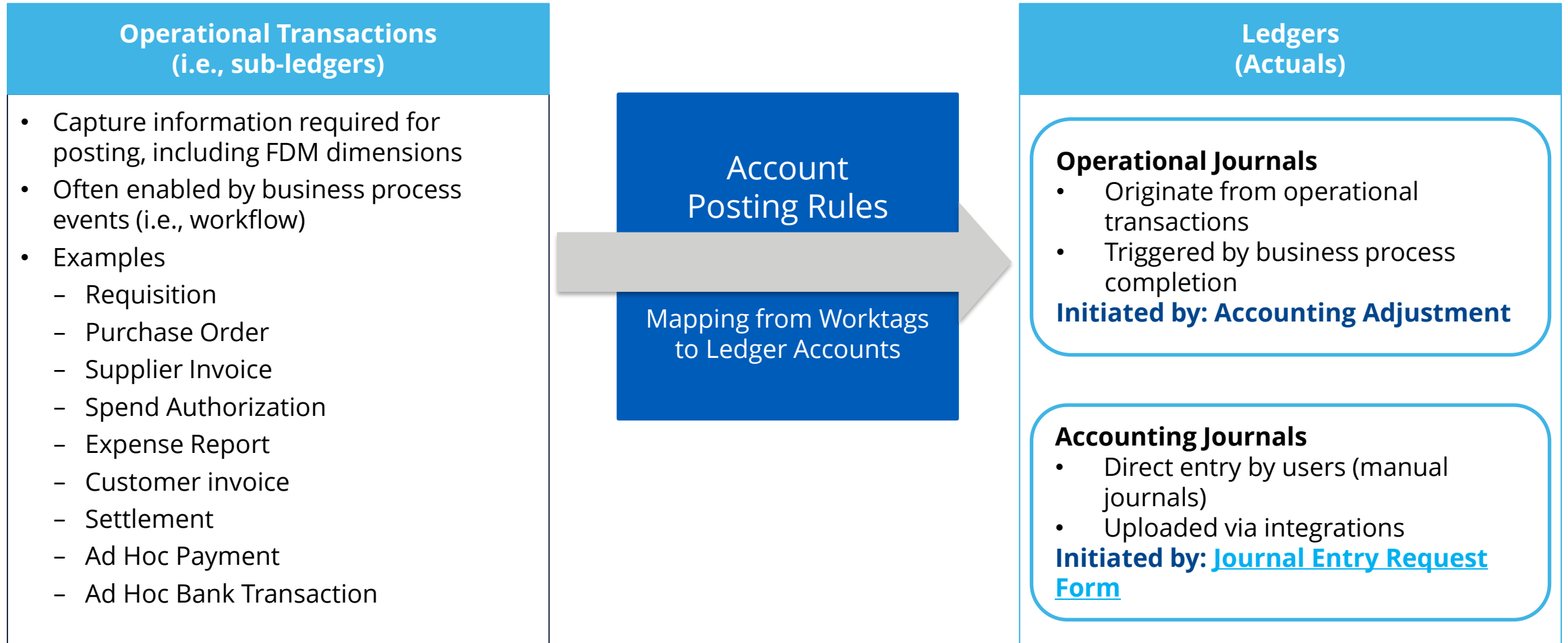
Always access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)



Workday timeout extended from 30 minutes to 1 hour

Operational Journals vs Accounting Journals



Journal Entry Request Form

<https://finweb.app.vumc.org/Apps/DOFAppJET/Login?>

Accounting Journal Request Form

Forms ▾

[Go Back](#) [View Errors & Alerts](#) [Refresh Journal](#) [Submit for Finance Review](#) [Clone Journal](#) [Remove Journal](#)

Journal Details

Journal Status: ⚠ Incomplete - Errors Found

Journal Source: 60. Accounting Journal Requests

Company:

Accounting Date:

Memo:
Enter a short memo.

Transactions		
Debit Total:	\$	0.00
Credit Total:	\$	0.00
Balance:	\$	0.00

[Save Changes](#)

Summarized Workday Approval Workflow

Journal Source = **60. Accounting Journal Requests?** >
Approval by: Cost Center Manager



Grant is used as a Worktag or Ledger Account Contains Grant Related? >
Approval by: Sponsored Programs Manager (Cost Center)



Gift is used as a Worktag or Ledger Account Contains Gift? > Approval by: Accounting Manager - Gifts



Central Finance Approvals by Worktag and Ledger Account

Accounting Journal Validations

Workday Critical Validations

- Attachment is Required
- Budget Date Outside of Award Line Dates on Accounting Journal
- Control account is not allowed on manual journals.
- Gift is inactive - Accounting Journal
- Gifts cannot be associated with a Grant or Program
- Grant: Award or Award Line Lifecycle Status does not allow spend - Accounting Journal
- Grant cannot be associated with a Gift or Program
- Inactive Spend Category
- Negative Amount on Journal Line
- Program cannot be associated with a Gift or Grant
- Revenue Category is Inactive
- Revenue and Expense Accounts Require Cost Center - Accounting Journal
- Spend Category and Revenue Category cannot be on the same line
- Spend Category is Missing on Expense Account Type

Critical Validations:

- Hard stop
- Cannot submit journal without correcting

Warning Validations

- Accounting Date Over 90 Days Past Award Line End Date - Accounting Journal
- Accounting Journal Impacts Grant Revenue
- Award or Award Line Lifecycle Status Closeout in Progress - Accounting Journal
- Grant not linked to an Award Line - Accounting Journal
- Inactive Worktag Cannot be Used - Accounting Journal
- Invalid Revenue Category for Ledger Account*
- Invalid Spend Category for Ledger Account*

Warning Validations:

- Soft stop
- Intended to draw attention to atypical items but not prevent users from proceeding
- Can submit journal with warning present

**Invalid RC/SC for Ledger Account means the combination of RC/SC and Ledger Account is inconsistent with rules defined in the Account Posting Rule Set.*



CREATE ACCOUNTING ADJUSTMENTS
(OPERATIONAL JOURNALS)

PAYROLL ACCOUNTING ADJUSTMENTS (PAA)

JOURNALS

Accounting Adjustments

Accounting Adjustments are used to update or correct worktags for certain operational transactions while maintaining the integrity of the original transaction.

- Eliminates the need to request manual journals for simple worktag corrections such as Grant ID or Cost Center ID.
- More efficient to process since users begin the task with the existing worktags displayed.

Departmental users must be part of the Departmental Accountant security group to initiate this task.

Eligible operational transactions include Supplier Invoices and Expense Reports.

- Supplier invoices and expense reports must be in a **paid** or **partially paid** status for this task to be available.
- Note a separate process will be available for worktag adjustments related to Payroll operational transactions.

Workflow routes the Accounting Adjustment to the appropriate approver(s)'s Workday inbox based on the dimensions included in the proposed adjustment.

- These include grant, gift, and cost center.

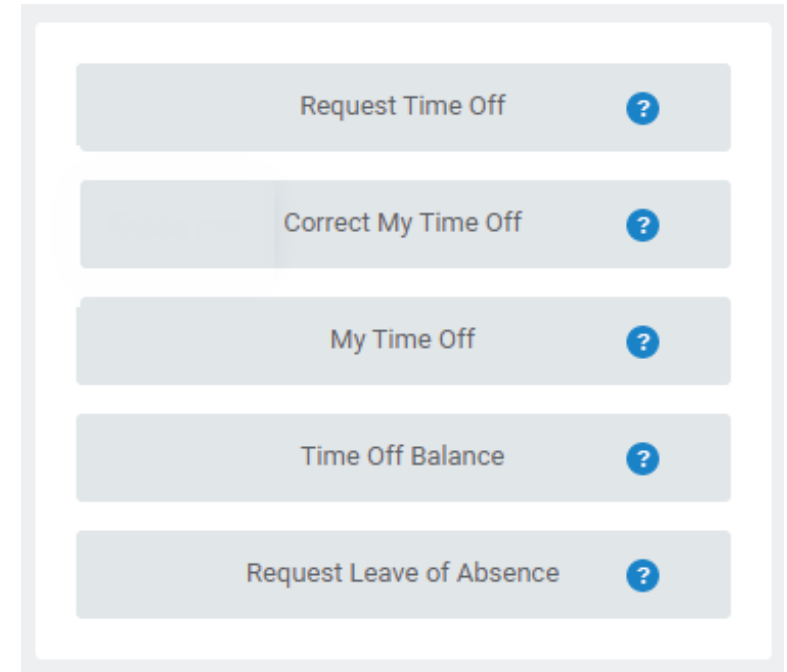


TRAINING RESOURCES

TIPS & INFO

Training: WalkMe Update

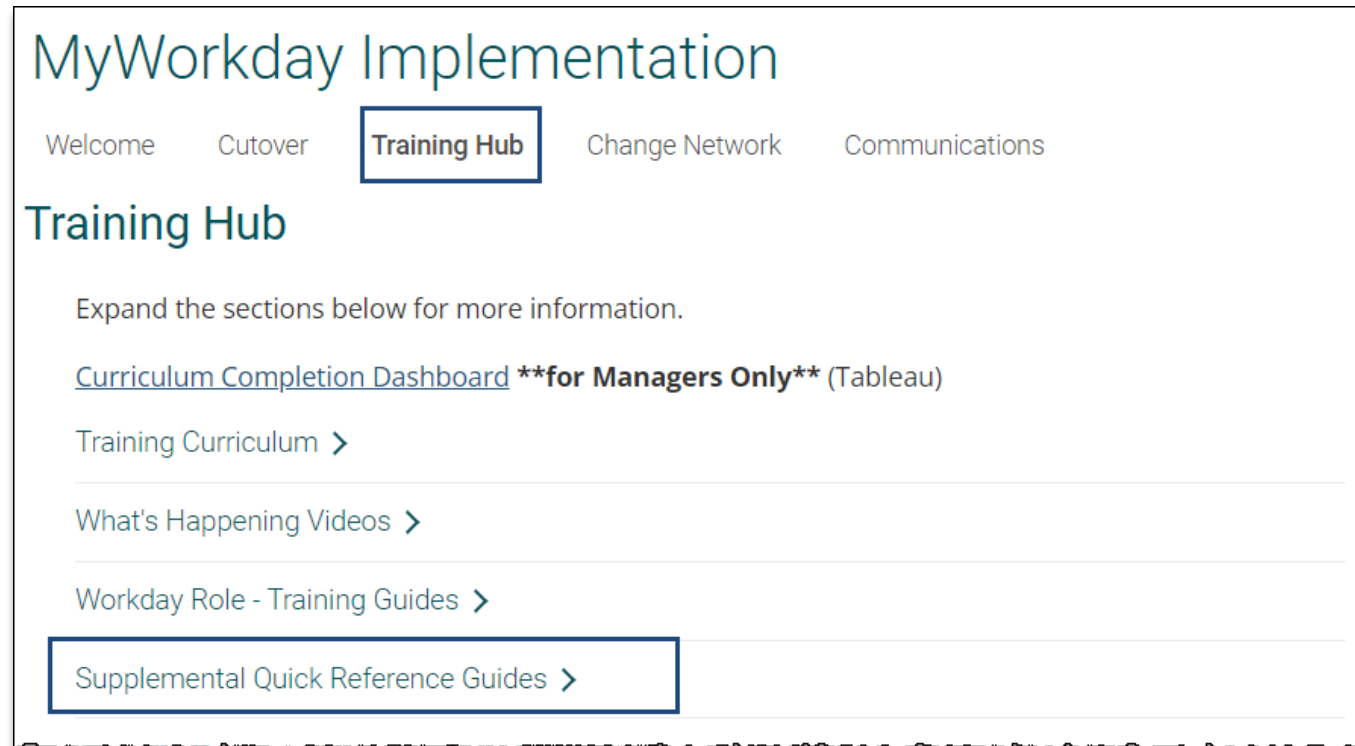
- WalkMe 'Guide Me' assistance is available for key workflows
 - Updating Personal Information
 - Expense Reports
 - Delegation
 - Payroll Costing Allocations
 - PTO
 - Leave of Absence
 - Disciplinary Action
 - Certificates



- [Install Link HERE](#)
- [WalkMe Add-in Manual Installation Guide for Macs](#)

Training Update

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
 - [Workbook: MyWorkday Curriculum Dashboard](#)
- Quick Reference Guides can be found on the [MyWorkday Training Hub](#)



The screenshot shows the 'MyWorkday Implementation' page with a navigation menu. The 'Training Hub' menu item is highlighted with a blue box. Below the navigation, the 'Training Hub' section is titled, followed by the instruction 'Expand the sections below for more information.' A list of links is provided: 'Curriculum Completion Dashboard ****for Managers Only**** (Tableau)', 'Training Curriculum >', 'What's Happening Videos >', 'Workday Role - Training Guides >', and 'Supplemental Quick Reference Guides >', which is also highlighted with a blue box.



Questions?

Thank you!