

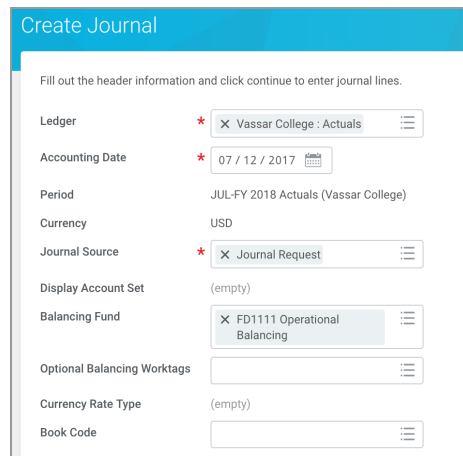
Workday is configured so that you can select the correct cost centers (orgs) and spend categories (accounts), decreasing the need for journal entries. However, journal entries are still possible in Workday and will automatically route to the accounting department for review and approval. Journal entries are intended to reclassify incorrectly spent funds or to transfer funding from one funding source to another.

To create a Journal:

1. Search for "Create Journal" and select task

2. Fill Out Journal Fields in header information

- **Ledger:** Choose "Vassar College: Actuals"
- **Accounting Date:** Select date from calendar or enter manually
- **Journal Source:** Select "Journal Request"
- **Balancing Fund:** Select FD1111 Operational Balancing.
- **Memo:** Type a short description of the purpose/reason for creating the journal. Enter "Reclass" to indicate what expense is being reclassified or "Transfer" to indicate what funding is being transferred
 - Other fields may be skipped if not necessary
- **Control Total Amount:** enter the total amount of the Journal Entry

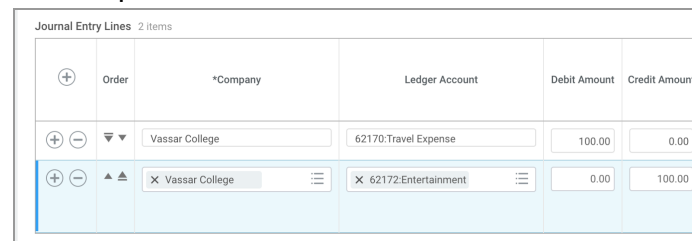


2. Click "Continue" (bottom left corner of window)

3. Click on the Journal Entry Lines tab to complete Journal Entry Lines.

- If you have more than 2 lines, click on the plus (+) sign to add more lines. If you need to delete a line(s), click the minus (-) sign to do so. **NOTE:** If journal request is more than 10 lines, contact Accounting Services about completing an EIB (spreadsheet) to be uploaded into Workday.

4. Complete the Journal Lines



Order	*Company	Ledger Account	Debit Amount	Credit Amount
+	Vassar College	62170:Travel Expense	100.00	0.00
+ -	Vassar College	62172:Entertainment	0.00	100.00

- **Ledger Account**
 - See list of Workday Accounts on Accounting Services' Website
 - For example 62110 would be used for Professional Services - Operating
- Enter the **Debit Amount** or **Credit Amount** on each journal entry line. Do NOT enter both a debit and credit amount on ONE line.
 - NOTE: When moving expenditures, a debit will increase the expense and a credit will decrease the expense. The opposite is true for revenues.

- Provide a more detailed MEMO than what you entered in the header section
- Choose Fund according to the funding source (for example FD1000 for Operating)
- Choose cost center
- Choose spend category or revenue category
 - See list of Spend Categories on the Accounting Services' Website
- Function automatically populates
- *Choose additional worktags if necessary (e.g. grants, gifts, programs, events, etc.)*

5. Click on the Attachments tab and attach appropriate documentation such as email, invoices, sign off or anything that supports the journal request

6. Accounting Services will review the request. The request will be sent back if modification is necessary, otherwise the request will be approved and the lines will post