

Edit, Copy, and Cancel Accounting Journal Overview

This Quick Reference Guide (QRG) is designed to walk an **Accountant** through the steps to edit, copy, and cancel an accounting journal in Workday. By the end of this QRG, users will be able to edit, copy, or cancel an accounting journal depending on the status of the journal.

The table below describes the different journal statuses in Workday:

Status	Journal Status Description	Actions allowed
Created	Journal yet to be submitted (Saved for Later)	Edit, Copy, and Cancel
In Progress	Journal pending for some action in the business process	Edit, Copy, and Cancel
Posted	Journal received all the required approvals	Copy
Canceled	Journal has been cancelled	Copy

Table of Contents

Edit Accounting Journal Overview	1
Copy Accounting Journal Overview	3
Cancel Accounting Journal Overview	6

Edit Accounting Journal Overview

On the Workday **Home** screen:

1. Type **Find Journals** in the search field.
2. Select the **Find Journals** report from the **Search Results**.

On the **Find Journals** screen:

3. Complete the following fields:
 - **Company** – select the appropriate company.
 - **Year** – select the appropriate financial year for the journal.
 - **Period** – select the period for the journal.
 - **Status** – select **In Progress** and/or **Created** to get a list of journals that can be edited.
 - **Journal Sources** – select the journal source(s) used when creating the journal (i.e., **Manual Journal**, **Manual Journal Transfer**, **Grant Cost Transfer**, etc.)

Edit, Copy, and Cancel Accounting Journal – Quick Reference Guide



NOTE

All fields on the **Find Journals** screen that are not mentioned above are optional, however they assist in narrowing down the search.

Status can be left blank if you want to find a journal in any status, but if the status is Posted or Canceled, you will not be able to edit the journal.


Journal Sources can also be left blank. The Find Journal report includes both Operational Journals (journals create automatically after an operational task is completed (i.e., Expense Report, Ad Hoc Bank Transaction, Requisition, etc.) and Accounting Journals. Operational Journals cannot be edited using this process.

4. Select **OK**.

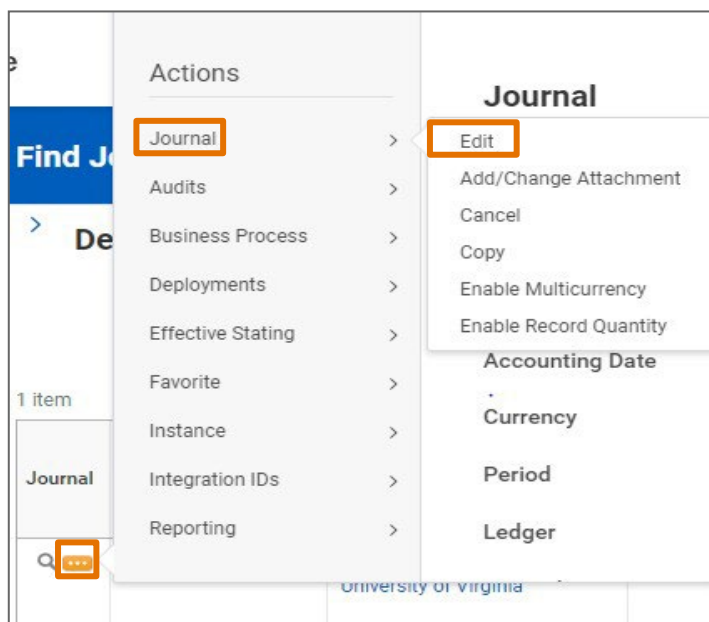
On the second **Find Journals** screen:

5. Select the **Related Actions (...)** menu under the Journal column of the journal to edit.

6 of 7 items

Journal	Journal Number	Company	Status
	JE-000000009	The Rector & Visitors of the University of Virginia	In Progress

6. Select **Journal > Edit**.




The screenshot shows the 'Find Journals' screen with a list of journals. The 'Journal' column of the first journal is selected, and the 'Related Actions (...)' menu is open. The 'Journal' option is highlighted in the main menu, and the 'Edit' option is highlighted in the sub-menu. The sub-menu also includes options like 'Add/Change Attachment', 'Cancel', 'Copy', 'Enable Multicurrency', and 'Enable Record Quantity'. The 'Accounting Date' and 'Currency' options are also visible.

Edit, Copy, and Cancel Accounting Journal – Quick Reference Guide

On the **Confirm Edit Journal** screen:


7. Review information to verify this is the journal you want to edit.
8. Select **Continue**.

 NOTE	If the journal had been submitted and is waiting for approval, selecting the Continue button will remove the journal from the Approver's inbox. Once the edit is completed and submitted, it will route through all approvals again.
--	---

On the **Edit Journal** screen:


Under the **Journal Information & Journal Details** section:

9. Review and edit the fields as needed.

 NOTE	Accounting Date and Journal Source are required fields.
--	---

Under the **Journal Entry Lines** tab:

10. Review and edit the fields as needed.

 NOTE	Company , Ledger Account , and Memo required fields.
--	---

11. Select **Submit**.

You have successfully completed this task. It will now be routed based on the workflow.

Copy Accounting Journal Overview


On the Workday **Home** screen:

1. Type **Find Journals** in the search field.
2. Select the **Find Journals** report from the **Search Results**.

Edit, Copy, and Cancel Accounting Journal – Quick Reference Guide

On the **Find Journals** screen:

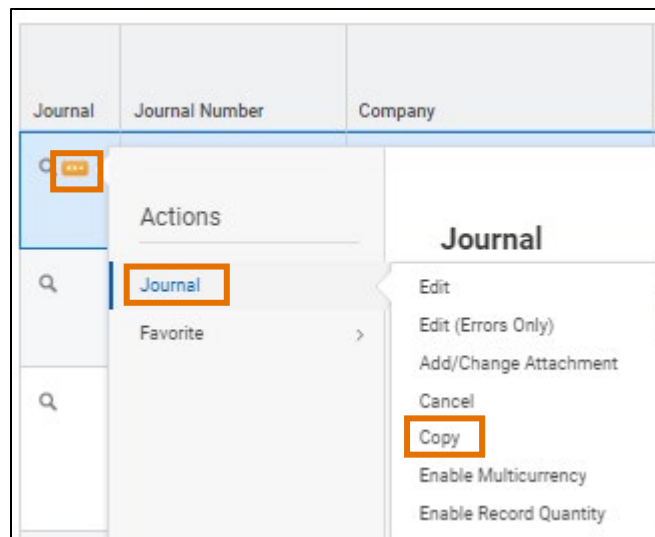
- Complete the following fields:
 - Company** – select the appropriate company.
 - Year** – select the appropriate financial year for the journal.
 - Period** – select the period for the journal.
 - Status** – *Optional* - select the status of the journal you want to copy.
 - Journal Sources** –select the journal source(s) used when creating the journal (i.e., **Manual Journal**, **Manual Journal Transfer**, **Grant Cost Transfer**, etc.)

 <p>NOTE</p>	<p>All fields on the Find Journals screen that are not mentioned above are optional, however they assist in narrowing down the search.</p> <p>Status can be left blank if you want to find a journal in any status. You can copy any journal regardless of the status.</p> <p>Journal Sources can also be left blank. The Find Journal report includes both Operational Journals (journals create automatically after an operational task is completed (i.e., Expense Report, Ad Hoc Bank Transaction, Requisition, etc.) and Accounting Journals. Operational Journals cannot be copied using this process.</p>
--	---

- Select **OK**.

On the second **Find Journals** screen:

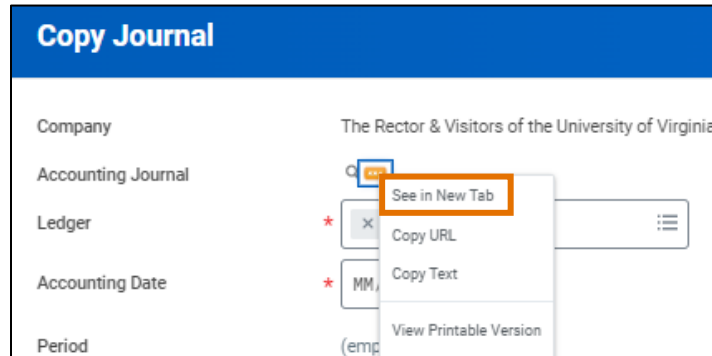
- Select the **Related Actions (...)** menu under the Journal column of the journal to edit.
- Select **Journal > Copy**.



Edit, Copy, and Cancel Accounting Journal – Quick Reference Guide

On the **Copy Journal** screen:

- Review information to verify this is the journal you want to copy the journal by right clicking the related actions next to the magnifying glass and select **See in New Tab**.



- Complete the following required fields:
 - Ledger** – review and make changes as needed.
 - Accounting Date** – select the current date or the date you are planning on submitting the journal. Please note: If you are copying a journal from a closed period, make sure to change the accounting date to the current open period.
 - Memo** – change this to the memo of your new journal.
- Click **OK**.


On the **Edit Journal** screen:

Under the **Journal Information & Journal Details** section:

- Review and edit the fields as needed.

Under the **Journal Entry Lines** tab:

- Review and edit the fields as needed.

 NOTE	Company, Ledger Account, and Memo required fields.
--	---

- Click **Submit**.

You have successfully completed this task.

Cancel Accounting Journal Overview

On the Workday **Home** screen:

1. Type **Find Journals** in the search field.
2. Select the **Find Journals** report from the **Search Results**.

On the **Find Journals** screen:

3. Complete the following required fields:
 - **Company** – select the appropriate company.
 - **Year** – select the appropriate financial year for the journal.
 - **Period** – select the period for the journal.
 - **Status** – select **Created** or **In Progress**.
 - **Journal Sources** –select the journal source(s) used when creating the journal (i.e., **Manual Journal**, **Manual Journal Transfer**, **Grant Cost Transfer**, etc.)



NOTE

All fields on the **Find Journals** screen that are not mentioned above are optional, however they assist in narrowing down the search.

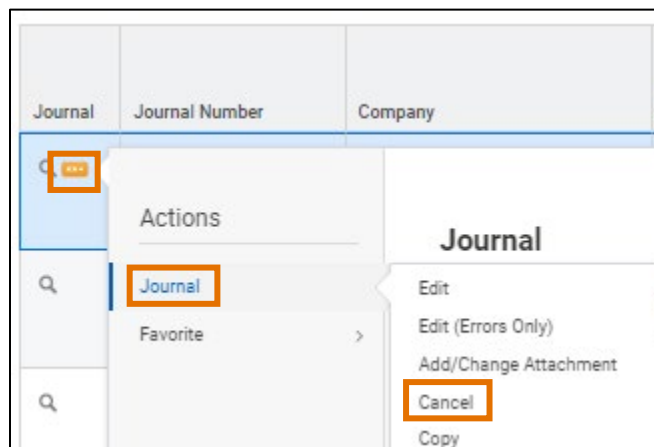
Status can be left blank if you want to find a journal in any status, but if the status is Posted or Canceled, you will not be able to cancel the journal.

Journal Sources can also be left blank. The Find Journal report includes both Operational Journals (journals create automatically after an operational task is completed (i.e., Expense Report, Ad Hoc Bank Transaction, Requisition, etc.) and Accounting Journals. Operational Journals cannot be cancelled using this process.

4. Select **OK**.

On the second **Find Journals** screen:

5. Select the **Related Actions (...)** menu under the Journal column of the journal to edit.
6. Select **Journal > Cancel**.



Edit, Copy, and Cancel Accounting Journal – Quick Reference Guide

On the **Cancel Journal** screen:

7. Review information to verify this is the journal you want to cancel the journal.
8. Select **OK**.
9. Select **Done**.

You have successfully completed this task.