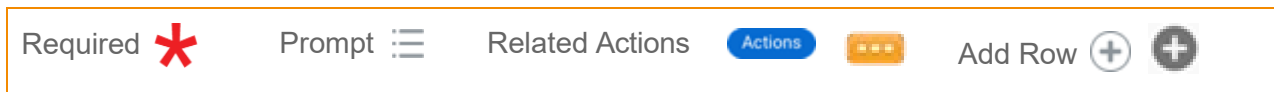


ICONS REFERENCED IN THIS JOB AID



ACCOUNTING JOURNALS: MANUAL JOURNAL

This job aid explains how to create Accounting Journals.

Steps:

1. From the Workday search bar, type **Create Journal**, and click on the task.

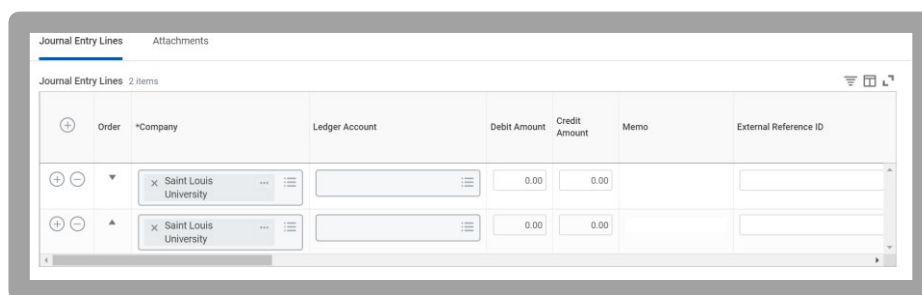
Journal Information

1. Input the following information:
 - a. **Ledger:** Select Saint Louis University: Actuals.
 - b. **Accounting Date:** Select today's date.
 - c. **Journal Source:** Select the Manual Journal value.
 - d. **Balancing Fund:** Select the 11 Operating Fund.

Journal Details

1. **Memo:** Enter details regarding the journal.
2. Click **Continue**.

Journal Entry Lines



Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID
	x Saint Louis University		0.00	0.00		
	x Saint Louis University		0.00	0.00		

First Line

1. Input the Following information:
 - a. **Company:** This will auto-populate.
 - b. **Ledger Account:** Select the appropriate value.



Note: Go to the Job Aid & Video Library to view 'Crosswalk: Account and Activity Code' to find the Banner account code and corresponding Workday worktags. To open a second browser window for viewing the job aids, right click the browser tab and then click Duplicate.

- c. **Debit Amount:** Enter in the value of the amount debited to the account.
- d. **Memo:** Enter a description of the transaction for the line.
- e. **Budget Date:** This will auto-populate.
- f. **Grant:** Select the grant associated with the journal line, if applicable.
- g. **Gift:** Select the gift associated with the journal line, if applicable.
- h. **Specialty:** Select the specialty associated with the journal line, if applicable.
- i. **Program:** Select the program associated with the journal line, if applicable.
- j. **Project:** Select the project associated with the journal line, if applicable.



Note: Selecting values for **Grant, Gift, Specialty, Program, or Project** will cause **Cost Center, Fund, and Function** to auto-populate. Go to the Job Aid & Video Library to view 'Crosswalk: Funds' to find the Banner Fund (if applicable) and corresponding Workday worktags. To open a second browser window for viewing the job aids, right click the browser tab and then click Duplicate.

- k. **Cost Center:** If Grant, Gift, Specialty, Program, or Project are not selected, select the Cost Center. This will auto-populate the Fund and Function fields.
- l. **Spend Category:** Select the appropriate value (see 'Crosswalk: Account and Activity Code').
- m. **Additional Worktags:** Select one or more additional worktags, if needed (for example: Activity Code).

Subsequent Lines of the Journal Entry

1. Repeat steps used for the first line of the entry.

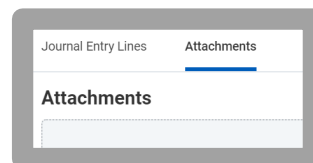


Note: When inserting a row, certain worktags will copy down. Please scroll across screen and review ALL worktags for accuracy.

2. After entering all your lines, make sure your debits and credits balance by checking the top of the Journal Details Column.

Attachment

1. Attach backup for the journal through the Attachments tab.
2. Click **Submit**.



Note: The Save for Later button should not be used. Departmental users will NOT be able to retrieve an accounting journal 'saved for later' because this requires Company-wide security.

3. Click **Done**. The process is now complete.

Next Steps

1. The next approval step will go through the Supervisor or Principal Investigator for grants over \$35.00".