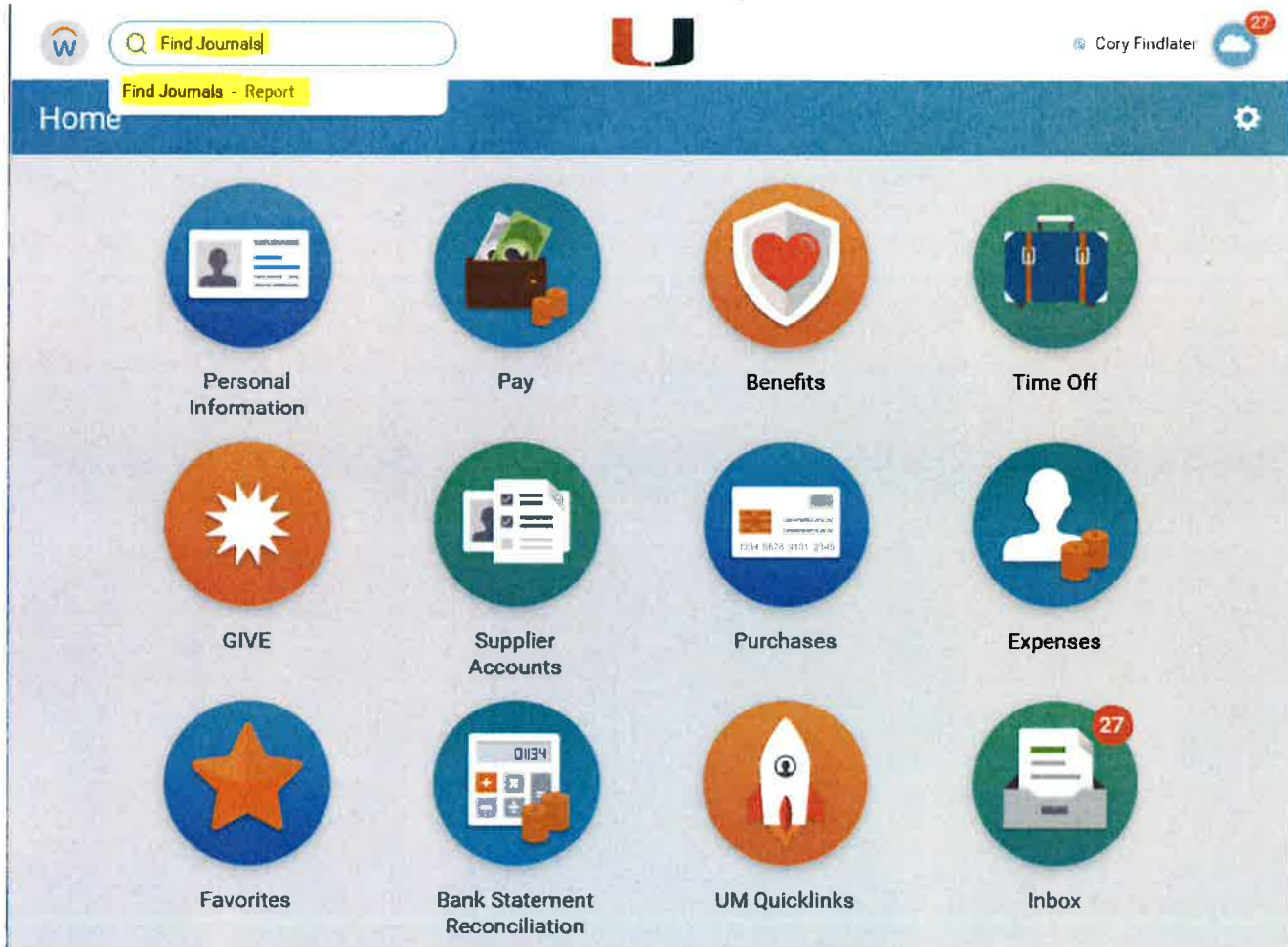


Please follow the steps below to Find, Cancel, Copy or Edit a Journal Entry:

1. Open Workday, and using the Search Bar **Locate and Open the Find Journals report.**



2. **Fill in the following fields with the appropriate selections and Select "OK":**
 - a. **Company** – Select the appropriate Company (example; 200 Academy)
 - b. **Year** – Select the Fiscal Year (example; FY2018)
 - c. **Period** – Select the appropriate Accounting Period
 - d. **Status** – If needed, select the status of the journal (example; created, in progress or posted)
 - e. **Originated By** – Find and Select your Name

Find Journals

Company	*	X 200 Academy	⋮
Year	*	X FY2018	⋮
Period	*	X Feb	⋮
Ledger			⋮
Book			⋮
Journal Number			
External Reference ID			
Status		X Created	⋮
Accounting Date On or After		MM / DD / YYYY	📅
Accounting Date On or Before		MM / DD / YYYY	📅
Journal Sources			⋮
Originated by			⋮
Approved by			⋮
Ledger Accounts			⋮
Worktags			⋮
Adjustment Journal		<input type="checkbox"/>	
Reversed Journal		<input type="checkbox"/>	
Recurring Journal		<input type="checkbox"/>	
Intercompany Journal		<input type="checkbox"/>	

Filter Name

Manage Filters Save

0 Saved Filters

OK
Cancel

3. The following report below will open based on the selections you chose above. This report should contain all of your Journal Entries for the Period selected.

Locate the Journal Entry needing to be modified and Select the Magnifying Glass.

Journal	Journal Number	Company	Status	Accounting Journal Event in Progress	Accounting Date	Total Ledger Debits	Total Ledger Credits
	JE-00000 [REDACTED]	200 Academy	Created		02/01/2018	[REDACTED]	[REDACTED]
	JE-00000 [REDACTED]	200 Academy ...	Created		02/01/2018	[REDACTED]	[REDACTED]
	JE-00000 [REDACTED]	200 Academy	Created		02/01/2018	[REDACTED]	[REDACTED]

4. The Journal Entry Information should appear as below. To the right of the word "Journal" there is a Magnifying Glass. Hover your mouse cursor to the right of the Magnifying Glass, and Select the Ellipses (...) that appears.

Journal

Journal Entry

Originated by

Accounting Date

Currency

Period

Ledger

Journal Source

Book Code

Actions

Journal >

Favorite >

Integration IDs >

Journal JE-0000011794 - 200 Academy - 02/01/2018

Memo OUTSIDE TRUSTS

Journal Number JE-00000 [REDACTED]

Accounting Date 02/01/2018

Currency USD

5. Hover over "Journal" and in the Selection Menu to the right, Select the option needed. (Example; Cancel, Copy, Edit)

The Screenshot below does not contain the same options that you should have for your own Entry

The screenshot shows a web application interface for viewing a journal entry. At the top, there is a search bar labeled "Find Journals" and a user profile for "Cory Findlater". The main header is "View Journal". Below this, there is a table with columns: "Journal", "Journal Number", "Status", and "Created". A dropdown menu is open over the "Journal" column, showing options: "Journal", "Add/Change Attachment", "Favorite", and "Integration IDs". The selected journal entry is "4 - 200 Academy - 02/01/2018 -". Below the table, there is a "Memo" field with the text "OUTSIDE TRUSTS" and other details like "Journal Number", "Accounting Date", and "Currency".

Journal	Journal Number	Status	Created
4 - 200 Academy - 02/01/2018 -	JE-0000011794		

Journal

- Journal
- Add/Change Attachment
- Favorite
- Integration IDs

Memo OUTSIDE TRUSTS

Journal Number JE-00000 [REDACTED]

Accounting Date 02/01/2018

Currency USD