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
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.

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.
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***