

# Create Accounting Journals for Adjustments for Payrolls Completed in Legacy

## Workday Accounting Guide: Create Accounting Journals for Adjustments for Payrolls Completed in Legacy

### Objective

This Reference Guide provides information on how to create a manual journal entry in the Workday system specifically for adjustments for payrolls completed in the legacy system.

### Initiator

- Accountant
- Award Contract Specialist
- Budget Manager
- Sponsored Programs Manager

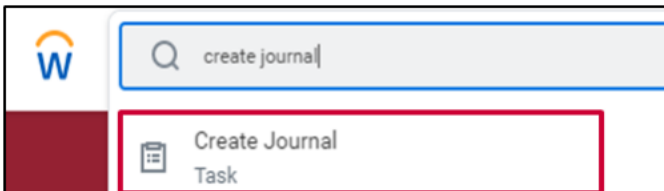
### Approver

- Accounting Manager
- Cost Center Manager
- Gift Manager
- Grant Manager
- Program Manager
- Project Manager
- Sponsored Programs Manager

## Steps to Create a Manual Accounting Journal

Execute the following steps to create a manual accounting journal in the Workday system:

1. Log in to the Workday system.
2. On the Workday **Home** page, enter **Create Journal** in the Workday **Search** field and select **Create Journal - Task**.



1. On the **Create Journal** page, select the appropriate **Ledger** type from the drop-down list.

**Note:** In most cases the **Washington State University: Actuals** ledger should be selected.

1. Select the **Accounting Date**.

**Note:** **Accounting Date** is the date the entry is posted to the general ledger.

1. Select the **Legacy Payroll Accounting Adjustment** in the **Journal Source** field.
2. Enter the pay period in the **Memo** field.
3. Select the **Continue** button.

## Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger × Washington State University : Actuals

Accounting Date × 12/20/2020

Period Dec-FY2021 Actuals (Washington State University)

Currency USD

Journal Source × Legacy Payroll Accounting Adjustment

Display Account Set (empty)

Balancing Fund

Optional Balancing Worktags (empty)

Currency Rate Type (empty)

Book Code

Memo 11/1/2020 to 11/15/2020

External Reference ID

Record Quantity

Enable Multicurrency

Include Tax Lines

Disable Optional Worktag Balancing

Adjustment Journal

Create Reversal

Reversal Date


Control Total Amount 0.00

1. Scroll down and select the **Journal Entry Lines** tab to add the journal details.

2. If applicable, select the **Add Row**  (plus) icon to add a new line.





3. Select the **Ledger Account** from the drop-down list. If adjusting salaries and wages, enter **5000**. If adjusting benefits, enter **5100**.

4. Enter the amount details in the **Credit Amount** field.

5. Select the **Add Row**  (plus) icon and enter the **Debit Amount**.

**Notes:** Do not enter both **Debit Amount** and **Credit Amount** in the same line.

- A Debit increases the balance in an Expense ledger account (e.g., JV91 in legacy) and decreases the balance in a Revenue ledger account (e.g., JV22 in legacy).
- A Credit decreases the balance in an Expense ledger account (e.g., JV92 in legacy) and increases the balance in a Revenue ledger account (e.g., JV21 in legacy).

	Order *Company	Ledger Account	Debit Amount	Credit Amount
	Washington State University	5000:Salaries and Wages	0.00	2,000.00
	Washington State University	5000:Salaries and Wages	2,000.00	0.00
	Washington State University	5100:Benefits	0.00	6.55
	Washington State University	5100:Benefits	6.55	0.00

1. Enter a **Budget Date**. This date determines expense allowability and facilities and administration cost processing for Grants. If your journal includes expenses charged to a Grant, ensure the **Budget Date** entered reflects the date expenses were incurred, and is within the Award period of performance. Refer to the [Workday Accounting Guide: Create Accounting Journals](#) for more information on manual journals for Grants.
2. If your journal includes a **Project, Program, Gift, or Grant**, enter it first to allow related Worktags to populate automatically.
3. Complete or update all other required fields if needed, including the **Cost Center, Fund, Function, and Region** fields.

Debit Amount	Credit Amount	Budget Date	Project	Program	Gift	Grant	*Cost Center	*Fund	*Function	*Region
0.00	2,000.00	12/20/2020					CC0001 College of Education   Administration	FD001 General Fund	FN001 Instruction General	RG10 Pullman
2,000.00	0.00	12/20/2020					CC0009 College of Vet Med   Veterinary Teaching Hospital   Service Center	FD001 General Fund	FN001 Instruction General	RG10 Pullman
0.00	6.55	12/20/2020					CC0001 College of Education   Administration	FD001 General Fund	FN001 Instruction General	RG10 Pullman
6.55	0.00	12/20/2020					CC0009 College of Vet Med   Veterinary Teaching Hospital   Service Center	FD001 General Fund	FN001 Instruction General	RG10 Pullman

1. Add **Additional Worktags**.

- a. Required **Additional Worktags** for 5000: Salaries and Wages are the following: **Employee**, **Spend Category**, and **Earning**.
- b. Required **Additional Worktags** for 5100: Benefits are the following: **Employee**, **Spend Category**, and **Deduction**.
- c. If your journal involves revenue ledger accounts, you may need to enter a **Revenue Category** Worktag. The example below does not include all deductions. You will need to either utilize the Legacy system (AIS) or Webi to obtain the appropriate employer paid deductions since these vary by employee. Please see the bottom of this reference guide for a crosswalk between Legacy GTNs and Workday Deductions.

**Note:** Complete all necessary fields on both rows.

Program	Gift	Grant	*Cost Center	*Fund	*Function	*Region	Additional Worktags
			CC0001 College of Education   Administration	FD001 General Fund	FN001 Instruction General	RG10 Pullman	<ul style="list-style-type: none"> <li>× Earning: Regular Pay - Salaried - REG</li> <li>× Employee: Benjamin Howard</li> <li>× Spend Category: SC00001 Higher Education Classified</li> </ul>
			CC0009 College of Vet Med   Veterinary Teaching Hospital   Service Center	FD001 General Fund	FN001 Instruction General	RG10 Pullman	<ul style="list-style-type: none"> <li>× Earning: Regular Pay - Salaried - REG</li> <li>× Employee: Benjamin Howard</li> <li>× Spend Category: SC00001 Higher Education Classified</li> </ul>
			CC0001 College of Education   Administration	FD001 General Fund	FN001 Instruction General	RG10 Pullman	<ul style="list-style-type: none"> <li>× Deduction: Unemployment - CON198</li> <li>× Employee: Benjamin Howard</li> <li>× Spend Category: SC00356 Employer Paid Benefits Payables Clearing</li> </ul>
			CC0009 College of Vet Med   Veterinary Teaching Hospital   Service Center	FD001 General Fund	FN001 Instruction General	RG10 Pullman	<ul style="list-style-type: none"> <li>× Deduction: Unemployment - CON198</li> <li>× Employee: Benjamin Howard</li> <li>× Spend Category: SC00356 Employer Paid Benefits Payables Clearing</li> </ul>

1. Select the **Attachments** tab to attach supporting documentation. Documentation is required for some journal sources including 3<sup>rd</sup> Party Cost Share.
2. Select the **Submit** button.

Washington State University | \$100 Benefits | 0.00 | 3.57 | 12/20/2020

enter your comment

**View Comments (1)**  
 Lucas Sanchez on behalf of Beverly Rhoades  
 Send Back Reason: edit

**Process History**

- 1 minute ago Lucas Sanchez Accounting Journal Event - Step Completed - 1 month ago
- Approval by Project Manager (Project, Constrained) - Not Required
- Approval by Program Manager (Program, Constrained) - Not Required
- Approval by Gift Manager (Gift, Constrained) - Not Required
- Approval by Grant Manager (Grant, Constrained) - Not Required
- Beverly Rhoades Approval by Cost Center Manager (Cost Center, Constrained) - Withdrawn
- Beverly Rhoades Approval by Cost Center Manager (Cost Center, Constrained) - Sent Back - 1 minute ago
- Lucas Sanchez Accounting Journal Event - Awaiting Action

**Submit** Cancel

1. Select the **Details and Process** drop-down arrow to review the information.
2. Select the **Done** button.

**Success! Event submitted**  
 Journal: JE0000000098 on 12/20/2020 for \$3,493.30 by Lucas Sanchez [Autosave](#)

**Up Next**  
 Beverly Rhoades  
 Approval by Cost Center Manager (Cost Center, Constrained)

**Do Another**  
 Create Journal

**Details and Process**

For JE0000000098 - Washington State University - 12/20/2020 - 11/1/2020 to 11/15/2020

Overall Process Journal: JE0000000098 on 12/20/2020 for \$3,493.30 by Lucas Sanchez

Overall Status In Progress

Details Process

**Journal Entry View**

Journal  Journal Number JE0000000098 Status In Progress Event in Progress Accounting Journal

<p><b>Journal Entry Information</b></p> <p>Originated by Lucas Sanchez</p> <p>Accounting Date 12/20/2020</p> <p>Currency USD</p> <p>Period Dec-FY2021 Actuals (Washington State University)</p> <p>Ledger Washington State University : Actuals</p> <p>Legacy Payroll Accounting Adjustment</p> <p>(empty)</p>	<p><b>Journal Entry Details</b></p> <p>Memo 11/1/2020 to 11/15/2020</p> <p>External Reference ID (empty)</p> <p>Adjustment Journal No</p> <p>Create Reversal No</p> <p>Balanced Yes</p> <hr/> <p>Total As-Entered Ledger Debits 3,493.30</p> <p>Total As-Entered Ledger Credits 3,493.30</p>
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**Done**

## Deduction Crosswalk

<u>Legacy GTN Values</u>	<u>Workday Values</u>
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CON095 HCA	Employer Benefits Package Contributions - DENTAL
CON201	Federal Health - CON201
CON214	Federal Life - CON214
CON081	Federal Thrift Savings Plan - CON081
CON083	Federal Thrift Savings Plan MAT - CON083
CON205	FED RET 7.00% - CON205
CON209	FERS 16% - CON209
CON251 GRAD HEALTH	Graduate Health - CON251
CON253	Law Enforcement Officers' and Fire Fighters' Plan 2 - CON253
CON241 MEDICARE 1.45%	Medicare (ER)
CON021 OASI 6.20%	OASDI (ER)
CON031 PERS I	Public Employees' Retirement System - Plan 1 - CON031
CON035 PERS II	Public Employees' Retirement System - Plan 2 - CON035
CON039 PERS III	Public Employees' Retirement System - Plan 3 - CON039
CON033 TRS I	Teachers' Retirement System - Plan 1 - CON033
CON027 TRS II	Teachers' Retirement System - Plan 3 - CON027
CON198	Unemployment - CON198
CON029 MEDICAL AID	WA: Washington Medical Aid Fund (ER) (Effective Jan 2017)
CON303 PAID FAML	WA: Washington Paid Family & Medical Leave - Employer Paid (State Plan)
CON006	WSU Retirement Plan 2.5% - CON006
CON009	WSU Retirement Plan - CON009

**Result:** You have completed the steps to create accounting journals in Workday for adjustments for payrolls completed in legacy systems.