

Workday: Unpost and Edit a Journal Entry

KB0048015

☆ ☆ ☆ ☆ 2 views

Article Body

The following job aid explains how to Unpost and Edit a Journal Entry.

Unpost a Journal Entry

From the Homepage:

- Navigate to the appropriate journal entry by entering the **Journal Number** in the search bar.

The screenshot shows the 'View Journal' interface. At the top, there's a blue header bar with the title 'View Journal'. Below it, a search bar has 'JE-004132' entered. The main content area is divided into two sections: 'Journal Entry Information' on the left and 'Journal Entry Details' on the right. A red box highlights the 'Journal Lines' section at the bottom of the left panel. This section contains a table with four rows of journal line items. The columns include Company, Ledger Account, Debit Amount, Credit Amount, Memo, External Reference ID, Budget Date, Project, Grant, Cost Center, Location, Revenue Category, and Spend Category. The first row shows a debit to '643000 General and Administrative' for \$100,000.00. The second row shows a credit to '643000 General and Administrative' for \$50,000.00. The third row shows a debit to '204500 Accrued Expenses' for \$100,000.00. The fourth row is partially visible. At the bottom of the page, there are tabs for 'Journal Lines', 'Retained Earnings', 'Status History', 'Attachments', and 'Process History'.

- Click the **Related Action** icon, hover over the **Journal** category from the Actions menu, and select **Unpost**.

Journal

Spectrum Health Corporate - 07/31/2020 - Accrued General Expenses

Actions

- Journal
- Add/Change Attachment
- Add Attachment
- Favorite
- Copy
- Integration IDs
- Unpost
- Journal Entry

Journal Details

- Accounting Date: 07/31/2020
- Currency: USD
- Period: Jul-2020 Actuals (Spectrum Health Corporate)
- Ledger: Spectrum Health Corporate : Actuals
- Journal Source: Manual Journal
- Create Reversal: Yes
- Adjustment Journal: No
- Balanced: Yes
- Journal Entry Status: Posted
- Reversed By: JE-004133 - Spectrum Health Corporate - 08/01/2020 - Accrued General Expenses (Reversal)
- Posted Debit Override: 150,000.00
- Posted Credit Override: 150,000.00

- Verify that you wish to unpost the **Journal Entry**.

Unpost Journal

Are you sure you want to Unpost this journal?

Journal	Q	Journal Number	JE-004132	Status	Posted
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Journal Entry Information

Originated by: Darlene Klotz
Accounting Date: 07/31/2020
Currency: USD
Period: Jul-2020 Actuals (Spectrum Health Corporate)
Ledger: Spectrum Health Corporate : Actuals
Journal Source: Manual Journal
Book Code: (empty)

Journal Entry Details

Memo: Accrued General Expenses
External Reference ID: (empty)
Adjustment Journal:
Create Reversal:
Reversal Date: 08/01/2020
Reversed By: JE-004133 - Spectrum Health Corporate - 08/01/2020 - Accrued General Expenses (Reversal)
Balanced:
Total Ledger Debits: 150,000.00
Total Ledger Credits: 150,000.00

Journal Lines Retained Earnings Status History Attachments Process History

Journal Lines 4 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Project	Grant	Cost Center	Location	Revenue Category	Spend Category
Spectrum Health Corporate	643000 General and Administrative	100,000.00	0.00	Month-end expense accrual	07/31/2020	CC70000 Internal Audit				Site - Bridgewater Place - 333 Bridge St - Grand Rapids		Discretionary Expense
Spectrum Health Corporate	643000 General and Administrative	50,000.00	0.00	Month-end expense accrual	07/31/2020	CC71003 Government Affairs				Site - Brass Works - 648 Monroe - Grand Rapids		Insurance Expense Other
Spectrum Health Corporate	204500 Accrued Expenses	0.00	100,000.00	Month-end expense accrual	07/31/2020							Discretionary Expense
Spectrum Health Corporate	204500 Accrued Expenses	0.00	50,000.00	Month-end expense accrual	07/31/2020							Insurance Expense Other

Journal Lines 4 items

Submit Cancel

- Enter an appropriate description in the **Comment** field.
- Click **Submit**.

Journal Lines Retained Earnings Status History Attachments Process History

Journal Lines 4 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Project	Grant	Cost Center	Location	Revenue Category	Spend Category
Spectrum Health Corporate	643000 General and Administrative	100,000.00	0.00	Month-end expense accrual	07/31/2020	CC70000 Internal Audit				Site - Bridgewater Place - 333 Bridge St - Grand Rapids		Discretionary Expense
Spectrum Health Corporate	643000 General and Administrative	50,000.00	0.00	Month-end expense accrual	07/31/2020	CC71003 Government Affairs				Site - Brass Works - 648 Monroe - Grand Rapids		Insurance Expense Other
Spectrum Health Corporate	204500 Accrued Expenses	0.00	100,000.00	Month-end expense accrual	07/31/2020							Discretionary Expense
Spectrum Health Corporate	204500 Accrued Expenses	0.00	50,000.00	Month-end expense accrual	07/31/2020							Insurance Expense Other

Incorrect Cost Center

Journal Lines 4 items

Submit Cancel

- Review the next step in the unposting process.
- Click **Done**.

The screenshot shows a blue header bar with the text "Unposted Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz" and a "Actions" button. Below the header is a red-bordered box containing the text "Up Next" and "Accounting Manager". Inside this box, there is a link "Approval by Accounting Manager" and a "Due Date: 08/19/2020". At the bottom of the page is a red-bordered "Done" button.

Approval:

- As an Accounting Manager, click the appropriate **Inbox** item.

The screenshot shows a blue header bar with the text "Inbox" and "312 items". Below the header is a red-bordered box containing the text "Unposted Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz" and "39 second(s) ago - Due 08/19/2020; Effective 07/31/2020". Below this are two other items: "Purchase Order: PO-101108, Supplier: Nordic Consulting Partners Inc, Date: 08/14/2020, Amount... 2 day(s) ago" and "Purchase Order: PO-101037, Supplier: Medtronic Inc, Date: 08/10/2020, Amount: \$131,208.80 6 day(s) ago". At the bottom is a "Go to Inbox" button.

- Review the Unposted Journal details, then click **Approve**.

Review

Unposted Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz [Actions](#)

1 minute(s) ago · Due 08/19/2020; Effective 07/31/2020

For	JE-004132 - Spectrum Health Corporate - 07/31/2020 - Accrued General Expenses
Overall Process	Unposted Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz
Overall Status	In Progress
Due Date	08/18/2020

Details to Review

Journal Q Journal Number JE-004132 Status Posted Event in Progress Unpost Accounting Journal

Journal Entry Information

Originated by	Darlene Klotz
Accounting Date	07/31/2020
Currency	USD
Period	Jul-2020 Actuals (Spectrum Health Corporate)
Ledger	Spectrum Health Corporate : Actuals
Journal Source	Manual Journal
Book Code	(empty)

Journal Entry Details

Memo	Accrued General Expenses
External Reference ID	(empty)
Adjustment Journal	<input type="checkbox"/>
Create Reversal	<input checked="" type="checkbox"/>
Reversal Date	08/01/2020
Reversed By	JE-004133 - Spectrum Health Corporate - 08/01/2020 - Accrued General Expenses (Reversal)
Balanced	<input checked="" type="checkbox"/>
Total Ledger Debits	150,000.00
Total Ledger Credits	150,000.00

[Approve](#) [Add Approvers](#) [Cancel](#)

- Verify that the Journal was successfully unposted.
- Click **Done**.

Unposted Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz [Actions](#)

1 minute(s) ago · Due 08/19/2020; Effective 07/31/2020

 Process Successfully Completed

> Details and Process

[Done](#)

Edit a Journal Entry

From the Homepage:

- After the Journal has been unposted, navigate to the appropriate journal entry by entering the **Journal Number** in the search bar.

View Journal

Journal Q Journal Number JE-004132 Status Unposted

Journal Entry Information

Originated by Darlene Klotz
Accounting Date 07/31/2020
Currency USD
Period Jul-2020 Actuals (Spectrum Health Corporate)
Ledger Spectrum Health Corporate : Actuals
Journal Source Manual Journal
Book Code (empty)

Journal Entry Details

Memo Accrued General Expenses
External Reference ID (empty)
Adjustment Journal No
Create Reversal Yes
Reversal Date 08/01/2020
Reversed By JE-004133 - Spectrum Health Corporate - 08/01/2020 - Accrued General Expenses (Reversal)
Balanced Yes
Total As-Entered Ledger Debits 150,000.00
Total As-Entered Ledger Credits 150,000.00

Journal Lines Status History Attachments Process History

Journal Lines 4 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Project	Grant	Cost Center	Location	Revenue Category	Spend Category
Spectrum Health Corporate	643000 General and Administrative	100,000.00	0.00	Month-end expense accrual		07/31/2020			CC70000 Internal Audit	Site - Bridgewater Place - 333 Bridge St - Grand Rapids		Discretionary Expense
Spectrum Health Corporate	643000 General and Administrative	50,000.00	0.00	Month-end expense accrual		07/31/2020			CC71003 Government Affairs	Site - Brass Works - 648 Monroe - Grand Rapids		Insurance Expense Other
Spectrum Health Corporate	204500 Accrued Expenses	0.00	100,000.00	Month-end expense accrual		07/31/2020						Discretionary Expense

- Click the **Related Action** icon, hover over the **Journal** category from the Actions menu, and select **Edit**.

The screenshot shows the 'Actions' menu open on the left side of the screen. Under the 'Journal' category, the 'Edit' option is highlighted with a red box. The main pane displays the details of a journal entry titled 'Spectrum Health Corporate - 07/31/2020 - Accrued General Expenses'. The journal entry information includes:

- Ledger: Spectrum Health Corporate : Actuals
- Journal Source: Manual Journal
- Create Reversal: Yes
- Adjustment Journal: No
- Balanced: Yes
- Journal Entry Status: Unposted
- Reversed By: JE-004133 - Spectrum Health Corporate - 08/01/2020 - Accrued General Expenses (Reversal)
- Total Ledger Debits: 150,000.00
- Total Ledger Credits: 150,000.00

- Edit the appropriate fields that needed correcting. In this scenario, we will navigate to the Journal Entry Lines, scroll to the right, then search for and select the appropriate **Cost Center**.
- Click **Submit**.

Journal Entry Lines Attachments

Journal Entry Lines 4 items

Budget Date	Project	Grant	Cost Center	Location	Revenue Category	Spend Category
07/31/2020			<input type="text" value="Search"/>	x Site - 320 Michigan St - Grand Rapids		x Discretionary Expense
07/31/2020			x CC71003 Government Affairs	x Site - Brass Works - 648 Monroe - Grand Rapids		x Insurance Expense Other
07/31/2020						x Discretionary Expense
07/31/2020						x Insurance Expense Other

Submit Save for Later Cancel

- Review the next step in the Journal editing process.
- Click **Done**.

Business Process Record

Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz [Actions](#)

Up Next

Accounting Manager
Approval by Accounting Manager
Due Date: 08/19/2020

> Details and Process

Done

Approval:

- As an Accounting Manager, click the appropriate **Inbox** item.

Inbox 312 items

Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz 36 second(s) ago - Due 08/19/2020; Effective 07/31/2020

Purchase Order: PO-101108, Supplier: Nordic Consulting Partners Inc, Date: 08/14/2020, Amount: 2 day(s) ago

Purchase Order: PO-101037, Supplier: Medtronic Inc, Date: 08/10/2020, Amount: \$131,208.80 6 day(s) ago

Go to inbox

- Review the edited Journal details and click **Approve**.

Status History 6 items

Status	Entered On	Workday Account
Created	08/17/2020 09:38:49.261 AM	dkallenberg-impl / Danny Kallenberg on behalf of kiotdl / Darlene Klotz
In Progress	08/17/2020 09:38:49.659 AM	dkallenberg-impl / Danny Kallenberg on behalf of kiotdl / Darlene Klotz
Posted	08/17/2020 09:46:06.049 AM	dkallenberg-impl / Danny Kallenberg on behalf of jen75393 / Jenna Federau
Unposted	08/17/2020 10:06:22.543 AM	dkallenberg-impl / Danny Kallenberg on behalf of jen75393 / Jenna Federau
Created	08/17/2020 10:09:53.384 AM	dkallenberg-impl / Danny Kallenberg on behalf of kiotdl / Darlene Klotz
In Progress	08/17/2020 10:09:53.558 AM	dkallenberg-impl / Danny Kallenberg on behalf of kiotdl / Darlene Klotz

Attachments

Supporting Documentation.docx
Uploaded by Darlene Klotz
Comment (empty)

31 minutes ago

enter your comment

Process History

- Darlene Klotz** Accounting Journal Event- Step Completed ~ Due 08/19/2020
- Check Budget- Not Required
- Jenna Federau** Approval by Accounting Manager- Awaiting Action ~ Due 08/19/2020

Approve | Send Back | Add Approvers | Cancel

- Verify that the Journal editing process was successfully completed.
- Click **Done**.

Journal: JE-004132 on 07/31/2020 for \$150,000.00 by Darlene Klotz Actions

39 second(s) ago · Due 08/19/2020; Effective 07/31/2020

Process Successfully Completed

Others Awaiting My Action

- Journal: JE-002496 on 04/30/2020 for \$104,989.26 by Robert Martellaro
- Journal: JE-002497 on 04/30/2020 for \$48,784.29 by Robert Martellaro
- Journal: JE-002498 on 04/30/2020 for \$85,153.36 by Robert Martellaro

> Details and Process

Done

Verify Journal Posting

From the Homepage:

- Navigate to the appropriate journal entry by entering the **Journal Number** in the search bar.

The screenshot shows the Workday homepage. At the top, there is a search bar with the text 'JE-004132'. Below the search bar, a blue header bar displays the message 'Welcome, On behalf of: Darlene Klotz'. Underneath this, there is an 'Inbox' section with a count of '14 items'. The inbox list contains three entries, each representing a 'Supplier Accounts Match Event for Supplier Invoice': SINV-2277, SINV-2278, and SINV-2280. Each entry includes the date '27 day(s) ago - Due 07/21/2020'. At the bottom of the inbox section is a link 'Go to Inbox'.

- Click the appropriate **Journal Entry**.

The screenshot shows the 'Search Results' page. On the left, there is a sidebar with categories: Common, Assets, Banking, Expenses, and Financial Accounting. The main area shows a search result for 'Search Results 1 items' under the 'All of Workday' category. A single result is listed: 'JE-004132 - Spectrum Health Corporate - 07/31/2020 - Accrued General Expenses'. This result is highlighted with a red box. To the right of the result, it says 'Journal'.

- Verify that the Journal status is **Posted**.

The screenshot shows the 'View Journal' page for a journal entry with the number 'JE-004132'. The status is 'Posted', which is highlighted with a red box. The page is divided into two main sections: 'Journal Entry Information' on the left and 'Journal Entry Details' on the right. The 'Journal Entry Information' section includes fields for Originated by (Darlene Klotz), Accounting Date (07/31/2020), Currency (USD), Period (Jul-2020 Actuals (Spectrum Health Corporate)), Ledger (Spectrum Health Corporate - Actuals), Journal Source (Manual Journal), and Book Code ((empty)). The 'Journal Entry Details' section includes fields for Memo (Accrued General Expenses), External Reference ID ((empty)), Adjustment Journal (No), Create Reversal (Yes), Reversal Date (08/01/2020), Reversed By (JE-004136 - Spectrum Health Corporate - 08/01/2020 - Accrued General Expenses (Reversal)), Balanced (Yes), Total Ledger Debits (150,000.00), and Total Ledger Credits (150,000.00). Below these sections is a table titled 'Journal Lines' with 4 items. The table has columns for Company, Ledger Account, Debit Amount, Credit Amount, Memo, External Reference ID, Budget Date, Project, Grant, Cost Center, Location, Revenue Category, and Spend Category. The data in the table is as follows:

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Project	Grant	Cost Center	Location	Revenue Category	Spend Category
Spectrum Health Corporate	643000:General and Administrative	100,000.00	0.00	Month-end expense accrual	07/31/2020					Site - 320 Michigan St - Grand Rapids		Discretionary Expense
Spectrum Health Corporate	643000:General and Administrative	50,000.00	0.00	Month-end expense accrual	07/31/2020					Site - Brass Works - 648 Monroe - Grand Rapids		Insurance Expense Other
Spectrum Health Corporate	204500:Accrued Expenses	0.00	100,000.00	Month-end expense accrual	07/31/2020							Discretionary Expense

Unposting and Editing for Smaller Amounts

Note: The unposting and editing of journal entries below the dollar threshold do not require additional approval.

Unpost Entry:

- From the Homepage, navigate to the appropriate journal entry by entering the **Journal Number** in the search bar.

Journal Entry Information

- Originated by: Darlene Klotz
- Accounting Date: 07/31/2020
- Currency: USD
- Period: Jul-2020 Actuals (Spectrum Health Corporate)
- Ledger: Spectrum Health Corporate : Actuals
- Journal Source: Manual Journal
- Book Code: (empty)

Journal Entry Details

- Memo: Reclassification of expenses
- External Reference ID: (empty)
- Intercompany: Yes
- Adjustment Journal: No
- Create Reversal: No
- Balanced: Yes
- Total Ledger Debits: 15,000.00
- Total Ledger Credits: 15,000.00

As Entered

Journal Entry Lines: 2 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Project	Grant	Cost Center	Location	Revenue Category	Spend Category	Product Line	Region	Gift	Additional Worktags	Budget
Spectrum Health Grand Rapids	643000 General and Administrative	15,000.00		Intercomp/ reclassific				CC11003 Administration - Acute Health	Site - 330 Barclay - Grand Rapids		Discretionary Expense				990 Tax Reporting: Other Expenses, Part IX, Line 24e	07/31
Spectrum Health Corporate	643000 General and Administrative		15,000.00	Intercomp/ reclassific				CC70000 Internal Audit	Site - Bridgewater Place - 333 Bridge St - Grand Rapids		Discretionary Expense				990 Tax Reporting: Other Expenses, Part IX, Line 24e	07/31

- Click the Related Action icon, hover over the **Journal** category from the Actions menu, and select **Unpost**.

Actions

- Journal (highlighted)
- Favorite
- Integration IDs
- Journal Entry

Journal

Spectrum Health Corporate - 07/31/2020 - Reclassification of expenses

Reclassification of expenses

JE-004134

Accounting Date: 07/31/2020

Currency: USD

Period: Jul-2020 Actuals (Spectrum Health Corporate)

Ledger: Spectrum Health Corporate : Actuals

Journal Source: Manual Journal

Creates Intercompany Journal(s): Yes

Create Reversal: No

Adjustment Journal: No

Balanced: Yes

Journal Entry Status: Posted

Posted Debit Override: 15,000.00

Posted Credit Override: 15,000.00

- Click **Submit**.

Journal Entry Information

- Originated by: Darlene Klotz
- Accounting Date: 07/31/2020
- Currency: USD
- Period: Jul-2020 Actuals (Spectrum Health Corporate)
- Ledger: Spectrum Health Corporate : Actuals
- Journal Source: Manual Journal
- Book Code: (empty)

Journal Entry Details

- Memo: Reclassification of expenses
- External Reference ID: (empty)
- Intercompany:
- Adjustment Journal:
- Create Reversal:
- Balanced:
- Total Ledger Debits: 15,000.00
- Total Ledger Credits: 15,000.00

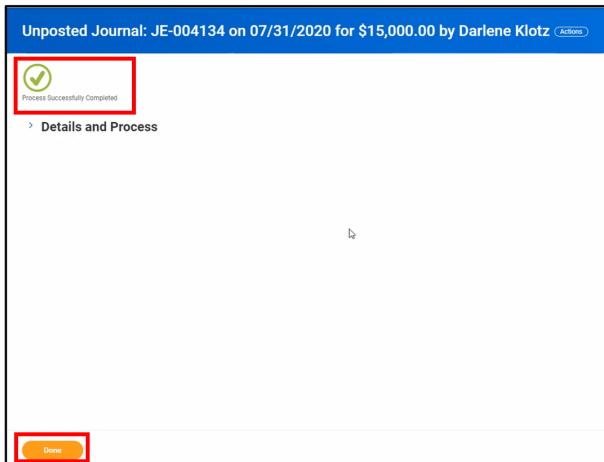
As Entered

Journal Entry Lines: 2 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Project	Grant	Cost Center	Location	Revenue Category	Spend Category	Product Line	Region	Gift	Additional Worktags	Budget
Spectrum Health Grand Rapids	643000 General and Administrative	15,000.00		Intercomp/ reclassific				CC11003 Administration - Acute Health	Site - 330 Barclay - Grand Rapids		Discretionary Expense				990 Tax Reporting: Other Expenses, Part IX, Line 24e	07/31
Spectrum Health Corporate	643000 General and Administrative		15,000.00	Intercomp/ reclassific				CC70000 Internal Audit	Site - Bridgewater Place - 333 Bridge St - Grand Rapids		Discretionary Expense				990 Tax Reporting: Other Expenses, Part IX, Line 24e	07/31

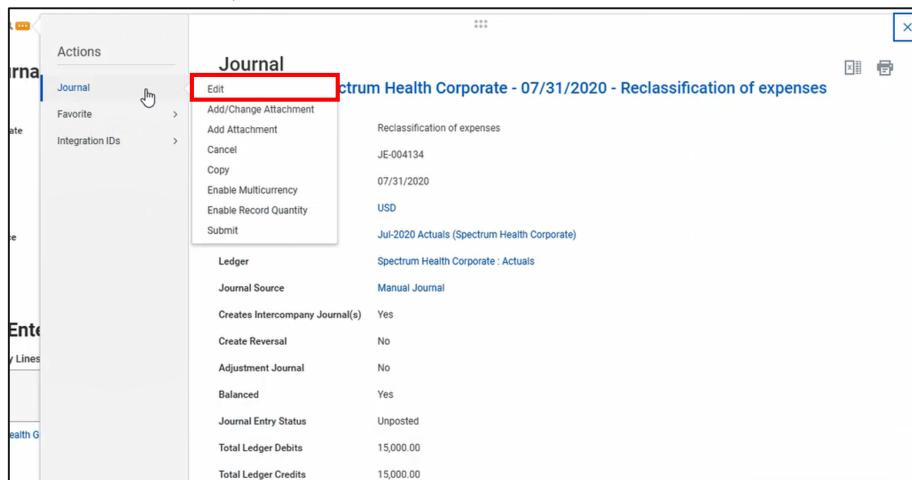
Submit **Cancel**

- Verify that the unposting process was successfully completed.
- Click **Done**.



Edit Entry:

- From the Homepage, navigate to the appropriate journal entry by entering the **Journal Number** in the search bar.
- Click the **Related Action** icon, hover over the **Journal** category from the Actions menu, and select **Edit**.



- Enter the appropriate Journal edits. In this scenario, we will update the **Debit Amount** and **Credit Amount**.
- Click **Submit**.

Journal Entry Lines		Attachments					
Journal Entry Lines 2 items							
Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date
(+/-)	Spectrum Health Grand Rapids	643000-General and Administrative	10,000.00	0.00	Intercompany reclassification		07/31/2020
(+/-)	Spectrum Health Corporate	643000-General and Administrative	0.00	10,000.00	Intercompany reclassification		07/31/2020
<input type="button" value="Submit"/> <input type="button" value="Save for Later"/> <input type="button" value="Cancel"/>							

- Verify that the Journal editing process is successfully completed.
- Click **Done**.

Business Process Record

Journal: JE-004134 on 07/31/2020 for \$10,000.00 by Darlene Klotz [Actions](#)

 Process Successfully Completed

> Details and Process

 Done

Escalation Information

Create P3 ticket and forward to Workday Finance team



Authored by Jenna Federau
Last modified 12-17-2021 16:36:37

Helpful?

Leave a comment
