

# Cancelling Accounting Journals



# Agenda

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- **Implementation of the Changes**
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## Current Process

- Central Finance closes 'In Progress' journal entries during the Month End Close
- Users are notified with an automated Workday message stating a journal has been cancelled as well as an email from Financial Reporting stating why your journal was cancelled and how to copy cancelled journal if necessary.

Journal  Journal Number DV-SLB9W04012024\_2 **Status In Progress** Event in Progress [Accounting Journal](#)

# Changes to Current Process

- Central Finance will close 'In Progress' & 'Created' journal entries during the Month End Close

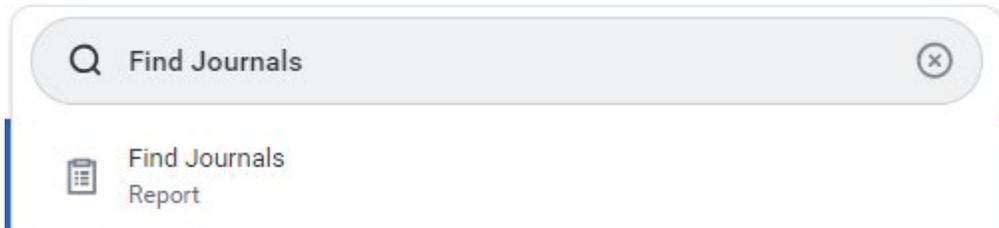
Journal	🔍	Journal Number	DV-SLB9W04012024_2	Status	In Progress	Event in Progress	<a href="#">Accounting Journal</a>
Journal	🔍	Journal Number	JE-0000034864	Status	Created		

# Implementation of Changes

- Early April - Financial Reporting team will work with users that have accounting journals that were 'Created' prior to April to cancel journal or if the journal is needed, acquire on how to fix to submit for approval.
- Last day of April – during the Month End Close Process, journal entries with a status of 'In Progress' or 'Created' will be cancelled

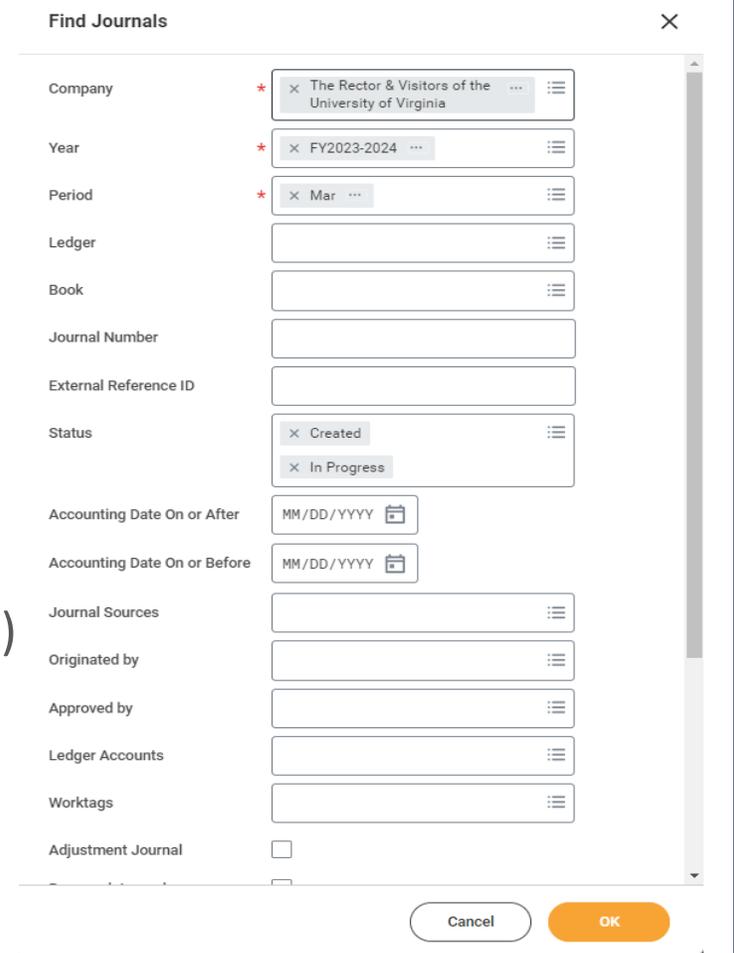
# Report to Run to Find Accounting Journals

1. In the Workday Search Bar type 'Find Journals'



A screenshot of the Workday search bar. The search bar contains the text 'Find Journals'. Below the search bar, a dropdown menu is visible, showing a document icon and the text 'Find Journals Report'.

2. Complete the following fields:
  - a) Company: UVA, Wise, etc.
  - b) Year: Current Fiscal Year (more than one fiscal year can be selected)
  - c) Period: Current Month (more than one period can be selected)
  - d) Status: Created & In Progress
3. Select OK



A screenshot of the 'Find Journals' report configuration dialog box. The dialog box has a title bar 'Find Journals' and a close button 'X'. The fields are as follows:

Company	*	<input type="text" value="The Rector &amp; Visitors of the University of Virginia"/>
Year	*	<input type="text" value="FY2023-2024"/>
Period	*	<input type="text" value="Mar"/>
Ledger		<input type="text"/>
Book		<input type="text"/>
Journal Number		<input type="text"/>
External Reference ID		<input type="text"/>
Status		<input type="text" value="Created"/> <input type="text" value="In Progress"/>
Accounting Date On or After		<input type="text" value="MM/DD/YYYY"/>
Accounting Date On or Before		<input type="text" value="MM/DD/YYYY"/>
Journal Sources		<input type="text"/>
Originated by		<input type="text"/>
Approved by		<input type="text"/>
Ledger Accounts		<input type="text"/>
Worktags		<input type="text"/>
Adjustment Journal		<input type="checkbox"/>

At the bottom right, there are two buttons: 'Cancel' and 'OK'.

# Report to Run to Find Accounting Journals

- A listing of all your journal entries that are either in status 'Created' or 'In Progress' will appear

Find Journals   

> Details

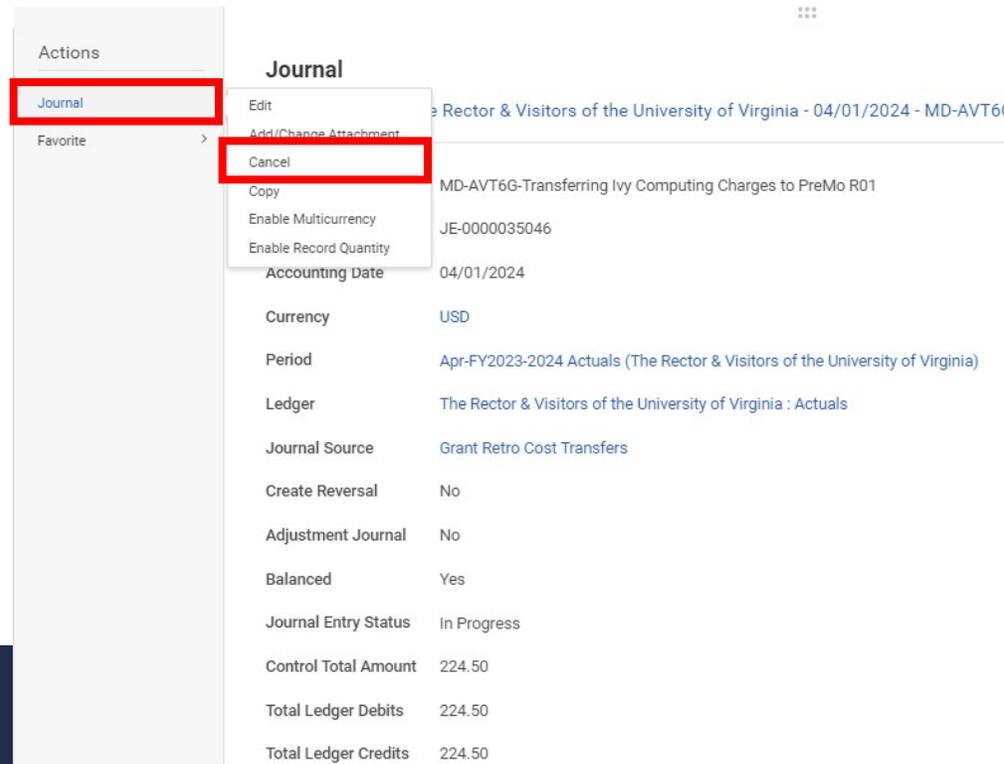
29150 items    

Journal	Journal Number	Company	Status	Accounting Date	Total Ledger Debits	Total Ledger Credits	Source	Ledger	Book Code	Memo	Originated by	Reversed
	JE-0000035046	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	224.50	224.50	Grant Retro Cost Transfers	The Rector & Visitors of the University of Virginia : Actuals		MD-AVT6G-Transferring Ivy Computing Charges to PreMo R01	Alex Velasquez Torres	No
	JE-0000035051	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	991.97	991.97	Manual Journal	The Rector & Visitors of the University of Virginia : Actuals		FI-MMM9Y Misc Recovery UVA Health Plan John Dearth Balance	Margaret M Marsh	No
	JE-0000035056	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	11,270.00	11,270.00	Manual Journal	The Rector & Visitors of the University of Virginia : Actuals		HRL Online Deposit- 04.01.24	Chelsea Marie Barker	No

# Cancelling Accounting Journals

1. Select the Related Actions (...) next to the magnifying glass for the journal you would like to cancel
2. Select Journal for a listing to appear
3. Select Cancel
4. A new screen will appear to confirm you want to cancel the journal – select OK

Journal	Journal Number	Company	Status	Accounting Date	Total Ledger Debits	Total Ledger Credits	Source	Ledger
 	JE-0000035046	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	224.50	224.50	Grant Retro Cost Transfers	The Rector & Visitors of the University of Virginia : Actuals
	JE-0000035051	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	991.97	991.97	Manual Journal	The Rector & Visitors of the University of Virginia : Actuals
	JE-0000035056	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	11,270.00	11,270.00	Manual Journal	The Rector & Visitors of the University of Virginia : Actuals



The screenshot shows the 'Journal' details screen. The 'Actions' menu is open, and the 'Cancel' option is highlighted. The journal details are as follows:

Journal	
Journal	The Rector & Visitors of the University of Virginia - 04/01/2024 - MD-AVT6G
Journal Entry Status	In Progress
Accounting Date	04/01/2024
Currency	USD
Period	Apr-FY2023-2024 Actuals (The Rector & Visitors of the University of Virginia)
Ledger	The Rector & Visitors of the University of Virginia : Actuals
Journal Source	Grant Retro Cost Transfers
Create Reversal	No
Adjustment Journal	No
Balanced	Yes
Control Total Amount	224.50
Total Ledger Debits	224.50
Total Ledger Credits	224.50

[Edit, Copy, and Cancel Accounting Journal QRG Link](#)

# Copying Cancelled Accounting Journals

1. Select the Related Actions (...) next to the magnifying glass for the journal you would like to copy
2. Select Journal for a listing to appear
3. Select Copy
4. Copy Journal screen will appear – review the information and make changes as needed
5. Click Submit

Journal	Journal Number	Company	Status	Accounting Date	Total Ledger Debits	Total Ledger Credits	Source	Ledger
 	JE-0000035046	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	224.50	224.50	Grant Retro Cost Transfers	The Rector & Visitors of the University of Virginia : Actuals
	JE-0000035051	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	991.97	991.97	Manual Journal	The Rector & Visitors of the University of Virginia : Actuals
	JE-0000035056	The Rector & Visitors of the University of Virginia	In Progress	04/01/2024	11,270.00	11,270.00	Manual Journal	The Rector & Visitors of the University of Virginia : Actuals

Actions

**Journal**

Favorite >

**Journal**

Edit

Add/Change Attachment

Cancel

**Copy**

Enable Multicurrency

Enable Record Quantity

Accounting Date 04/01/2024

Currency USD

Period Apr-FY2023-2024 Actuals (The Rector & Visitors of the University of Virginia)

Ledger The Rector & Visitors of the University of Virginia : Actuals

Journal Source Grant Retro Cost Transfers

Create Reversal No

Adjustment Journal No

Balanced Yes

Journal Entry Status In Progress

Control Total Amount 224.50

Total Ledger Debits 224.50

Total Ledger Credits 224.50

[Edit, Copy, and Cancel Accounting Journal QRG Link](#)

## Need to Contact Central Finance

- Any questions related to cancelling a journal, copying a cancelled journal, etc. - please email [askfinance@virginia.edu](mailto:askfinance@virginia.edu) and request for your question to be sent to the Financial Reporting team

**Any Questions?**