

INSTRUCTIONS FOR JOURNAL ENTRIES

ACCOUNTING ADJUSTMENTS

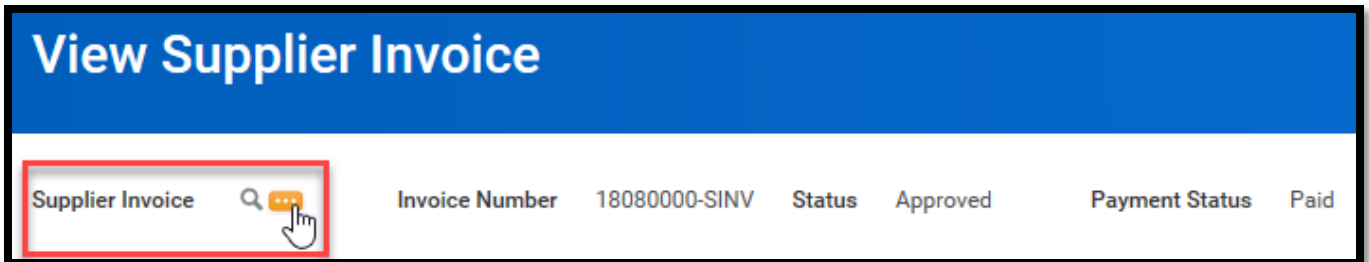
Workday allows Department Buyers and Accountants to adjust the worktags on Supplier Invoices and Expense Reports. This is called an **Accounting Adjustment**.

- A Supplier Invoice or Expense Report must be in a **PAID** status.
- Each document line can be adjusted; the amount of each document line cannot be split.
 - Equipment spend categories cannot be adjusted. Submit an IDT for corrections.
- The Accounting Adjustment will go through an approval queue.

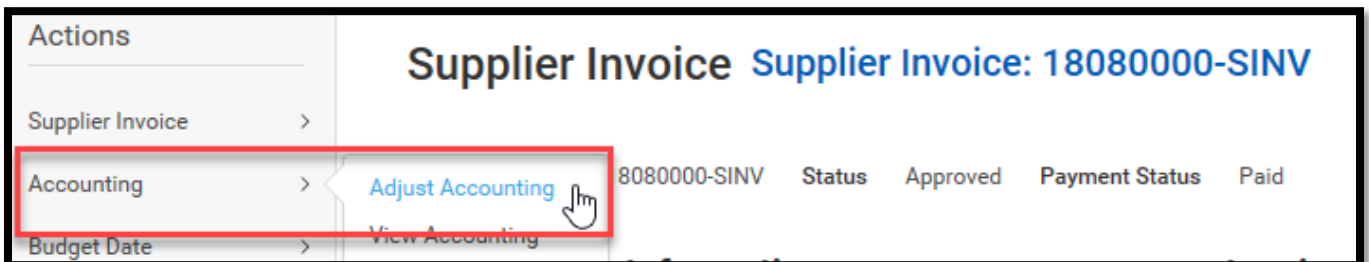
Best practice is to allocate a Supplier Invoice or Expense Report to the correct worktags at the time of Requisition, Request, or Expense Report allocation.

To submit an Accounting Adjustment, follow the instructions below:

- 1) Click on the related action icon of a Supplier Invoice or Expense Report.



- 2) Under Accounting, select Adjust Accounting. (This option will not be available if the document is not paid or if the user is not a Department Buyer.)



- 3) On the Adjust Accounting screen, scroll to the right to adjust the worktags of the Supplier Invoice or Expense Report. A Change Reason must also be selected. (Equipment spend categories cannot be changed. Submit an IDT for corrections.)

Change Reason	Current Worktags	*Cost Center
<input type="text" value="× Funding Source Change"/>	1001-AC Advanced Distance Learning Network Initiatives - ADLN 100 Instruction 1151-CC On-line Corporate and Professional Education Programs 120-FD Designated	search ← My Worktags <input type="radio"/> 1000-CC Controller's Office

- 4) Support for the Adjustment can be attached under the Accounting Adjustment Attachments tab.


Accounting Adjustment Attachments

ing Adjustment Attachments

Drop files here
or
Select files

- 5) The Accounting Adjustment can be Saved for Later, or Submitted to begin the approval process.

You have submitted
Accounting Adjustment: 1 for 08/29/2018 [Actions](#)


Process Successfully Completed

- 6) Once approved by the appropriate worktag managers and the Controller's Office, the adjustment will post.

INTERDEPARTMENTAL TRANSFERS

For all other journal entries, an Interdepartmental Transfers (IDT) must be filled out and submitted to the Controller's Office at accounting@wpi.edu. Support for the transfer must also be attached to the email.

The IDT must have the following filled out:

- Debit and Credit amounts
- Spend Category or Revenue Category
- Worktags
- Description for line
- Workday document number (if applicable)

The excel form requires a Funding Source, such as Operating, Gift, Grant, etc. Enter the associated worktag for the chosen funding source. The defaults associated with the worktag will be entered by the Controller's Office, such as program.

The Controller's Office will review the request to determine if a journal entry is appropriate. If the request can be completed as an Accounting Adjustment, the IDT will be returned to the requester.

The IDT will be processed by the Controller's Office and go through the approval process in Workday based on the worktag managers. Worktag managers must approve the Interdepartmental Transfer in Workday, even if approval is attached as support with the IDT.

EXAMPLE:

TOTAL DEBITS		TOTAL CREDITS		* Indicates Required Field		INTERDEPART	
5,000.00		5,000.00					
DEBIT AMOUNT*	CREDIT AMOUNT*	Select SPEND or REVENUE CATEGORY from Dropdown List*		Select FUNDING SOURCE from Dropdown List*			
5,000.00		Transfers - Sponsored MQP		Operating (110-FD)			
	5,000.00	Transfers - Sponsored MQP		Designated (120-FD)			

- 1) Total Debits equals Total Credits
- 2) Separate lines for each debit amount and each credit amount
- 3) Spend Category selected from dropdown for each line

INTERDEPARTMENTAL TRANSFER / JOURNAL ENTRY FORM				
Select FUNDING SOURCE from Dropdown List*		Follow Instruction for WORKTAG ID		Optional Worktags
		Enter WORKTAG ID*	Designee-DE	Activity-AC
Operating (110-FD)	Enter Cost Center-CC→	1000-CC		
Designated (120-FD)	Enter Cost Center-CC→	1000-CC	9999-DE	

- 4) Funding source selected from drop down for each line
- 5) Worktag ID entered based on instruction from funding source
- 6) Optional worktag added for a Designated transfer

JOURNAL ENTRY FORM			
Optional Worktags			
Designee-DE	Activity-AC	Description for Line*	Additional Comments
9999-DE		Example of xfer from operating to non-operating	Extra space for comments
		Example of xfer from operating to non-operating	Does not load into Workday

- 7) Description entered for each line
- 8) Additional comments do not load into Workday – if entry related to a Workday transaction, put Workday transaction number in this field

Submit completed form to accounting@wpi.edu with support. Approvals occur in Workday.

IF YOU HAVE ANY QUESTIONS ON ACCOUNTING ADJUSTMENTS OR INTERDEPARTMENTAL TRANSFERS, PLEASE CALL THE CONTROLLER'S OFFICE (X5754) AND ASK FOR AN ACCOUNTANT, OR EMAIL ACCOUNTING@WPI.EDU.