

Accounting Journals for Grant Management

Quick Reference Guide for Department

Sponsored Projects Accounting

University of Southern California

Last Updated: 10/25/2024 – remove equipment cost transfers

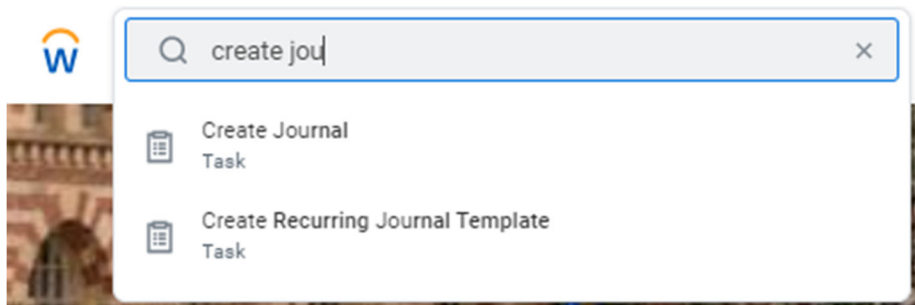
9/1/2021 – Initial release

This quick reference guide provides instructions to submit the following accounting journals:

- **Non-equipment related Non-Payroll Cost Transfer**
- **Expense Correction within same Award (Grant worktag, spend category and/or object class correction)**

These journals (JE-#####) are initiated by Department in Workday and will route to SPA for review and approval. The **Accountant** role is required to initiate the journal. Note: Equipment related Non-Payroll Cost Transfers are processed via Asset Transfers with the Equipment Management Office.

1. In the search box, type **Create Journal** and select **Create Journal**.



2. Enter fields:
 - a. **Ledger:** USC University of Southern California: Actuals
 - b. **Accounting Date:** enter today’s date
 - c. **Journal Source** and Header **Memo** fields depend on your journal purpose:

Journal Purpose	Enter Journal Source	Enter Header Memo
Non-equipment related Non-Payroll Cost Transfer	Cost Transfer Journal	“Non-Equipment” and a brief description of your requested action.
Expense Correction (within same Award)	Manual Journal	“Ledger Correction” or “Grant Worktag Correction” or “Spend Category Correction” or “Object Class Correction” or Indicate which related worktag Correction, for example, “Cost Center Correction”

3. Under **Balancing Fund**, select FD010 – Unrestricted Operating without Donor.
4. Click **Continue**

Create Journal

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

<p>Ledger * x USC University of Southern California : Actuals ...</p> <p>Accounting Date * 09/01/2021</p> <p>Period 03-Sep-FY 2021 - 2022 Actuals (USC University of Southern California)</p> <p>Currency USD</p> <p>Journal Source * x Cost Transfer Journal ...</p> <p>Display Account Set (empty)</p> <p>Balancing Fund x FD010 Unrestricted Operating without Donor ...</p> <p>Currency Rate Type (empty)</p> <p>Book Code </p>	<p>Memo Non-Equipment</p> <p>External Reference ID </p> <p>Record Quantity <input type="checkbox"/></p> <p>Enable Multicurrency <input type="checkbox"/></p> <p>Include Tax Lines <input type="checkbox"/></p> <p>Adjustment Journal <input type="checkbox"/></p> <p>Create Reversal <input type="checkbox"/></p> <p>Reversal Date </p> <p>Control Total Amount 0.00</p>
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Continue
Cancel

5. Under the Journal Entry Lines tab enter the following:
 - a. **Ledger Account** – select the appropriate ledger account. Must be a 6* Expense Ledger (unless you are correcting the Ledger from a non-6* to a 6* ledger)
 - i. See the Translator Table for details: <https://wd-transl-test.usc.edu/>
 - ii. Visit the Workday Hub for QRG: <https://uscedu.sharepoint.com/sites/WorkdayHub>
 - b. **Debit Amount or Credit Amount** per line– *totals must be balanced.*
 - c. **Memo:** brief explanation of accounting line. This will be displayed as audit trail.

Journal Entry Lines Attachments

Journal Entry Lines 2 items

(+)	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo
(+)	▼	x USC University of Southern California	x 610600:Materials and Supplies	100.00	0.00	Moving an unallowable pre-award cost.
(+)	▲	x USC University of Southern California	x 610600:Materials and Supplies	0.00	100.00	Moving an unallowable pre-award

6. Scroll to the right of the Journal Entry Lines for more fields:
 - a. **External Reference ID** – enter if applicable
 - b. **Budget Date** – defaults to today's date
 - c. **Drive worktags** – enter either a **Gift, Grant, Program, or Project**.
Note: Grant worktag is required in at least one of the journal entry lines.

Journal Entry Lines Attachments

Journal Entry Lines 2 items

External Reference ID	Budget Date	Gift	Grant	Program	Project
	09/01/2021		× GR1057094 DNU_CS - Cost Share for GR1054669		
	09/01/2021			× PG1002604 Center For Testing Revenue	

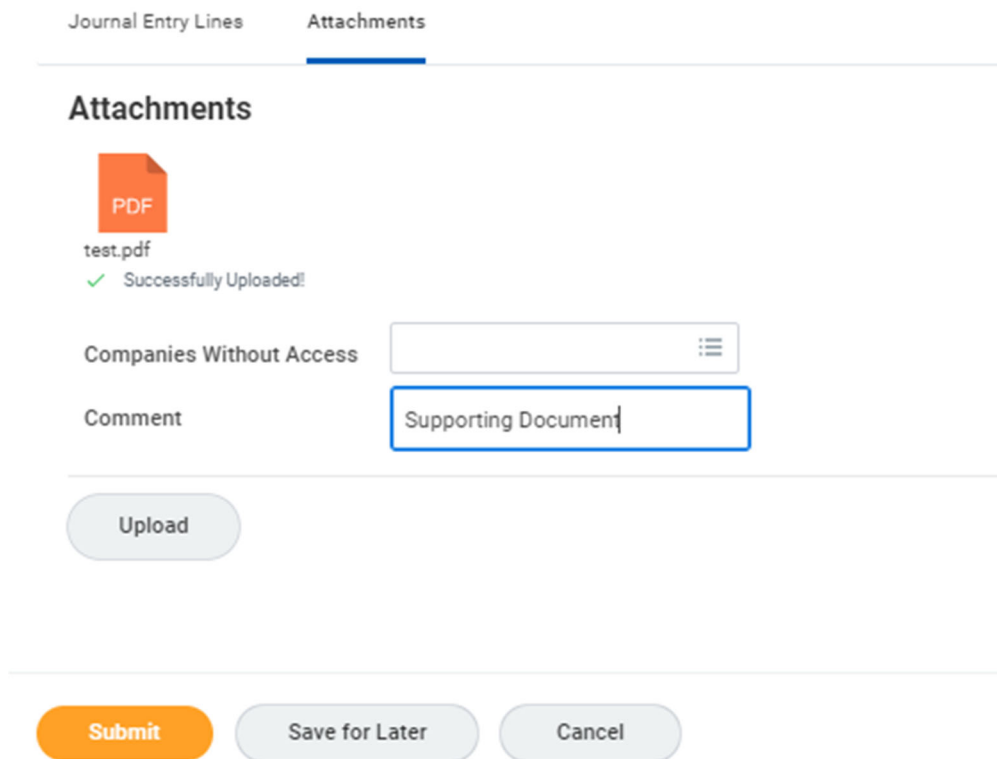
- d. **Related worktags** – enter the related worktags. The Cost Center, Fund, and Function will default after driver worktag is entered. **IMPORTANT:** Grant Funds are FD007, FD008, FD009 [FD010 for cost share]. Be careful not to mismatch Grants and non-Grant Funds unless you are correcting the incorrect Fund.
- e. **Spend category** – select the appropriate spend category.
- f. **Additional Worktags** – the Object Class will default after the spend category is selected on the journal entry line with the Grant worktag.

Journal Entry Lines Attachments

Journal Entry Lines 2 items


	*Cost Center	*Fund	Function	Revenue Category	Spend Category	Additional Worktags	Interworktag Affiliates	Exclude from Spend Report
	× CA100 Geront Wilber	× FE Ur Oj De	× FN1 Res		× Dental General Materials and Supplies (SC0611)	× Object Class: Sponsored Awards: Materials_Supplies		<input type="checkbox"/>
	× CA100 Acader Underg Progra	× FE Ur Oj De	× FN1 Sou		× Dental General Materials and Supplies (SC0611)			<input type="checkbox"/>

7. Click on the **Attachment** tab to attach supporting documentation. SPA requires the following attachments:
- a. Find Journal Lines showing the original posting's transaction line. ****Confirm that the expense is under "Actuals" and not "Budget" or "Obligations".****
 - b. Concur report (if related to travel)
 - c. Receipts/invoices
 - d. Documents must show date of purchase, type of expense, amount, etc.
 - e. Grant Questionnaire.



Journal Entry Lines Attachments

Attachments

 PDF
test.pdf
✓ Successfully Uploaded!

Companies Without Access

Comment

8. Review entries and click **Submit** when ready or **Save for Later**, which will show in your Inbox to continue the process (click on Related Action on the journal > select Edit).

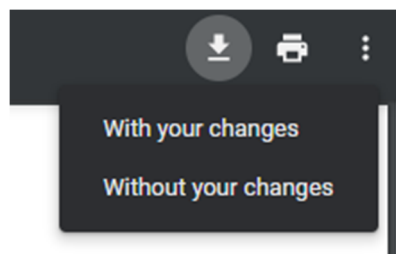
9. The initiator must complete the Grants Questionnaire. Click on the **“Review Documents”** if ready to complete right away.



Or, you can find the action in your Inbox to complete at a later time. It is recommended to complete promptly.

A screenshot of a software interface. At the top is a blue header with the word "Inbox" in white. Below the header, there are two tabs: "Actions" and "Archive". Under "Actions", there are dropdown menus for "Viewing: Accounting ..." and "Sort By: Newest". A list item is shown: "Journal: JE-0000032149 on 09/01/2021 for \$100.00 by Carol Chau" with a star icon and "3 minute(s) ago - Due 09/18/2021; Effective 09/01/2021". To the right, the "Review Documents" section is titled. It shows "Review Documents for Journal: JE-0000032149 on 09/01/2021 for \$100.00 by Carol Chau" with a three-dot menu. Below this are icons for star, settings, and a square. The text "3 minute(s) ago - Due 09/18/2021; Effective 09/01/2021" is present. The "Documents" section contains a "Document Link" labeled "Grants Questionnaire Form". Under "Instructions", there is a numbered list of 11 steps. Under "Signature Statement", there is a text block: "I confirmed that I have uploaded the questionnaire into the submitted Workday journal. By submitting this journal and form, I acknowledge that I had obtained authorization from the corresponding principal investigator(s) or authorized designee." Below this is an "I Agree" checkbox which is currently unchecked. At the bottom, there is a "Comment" text area and three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey).

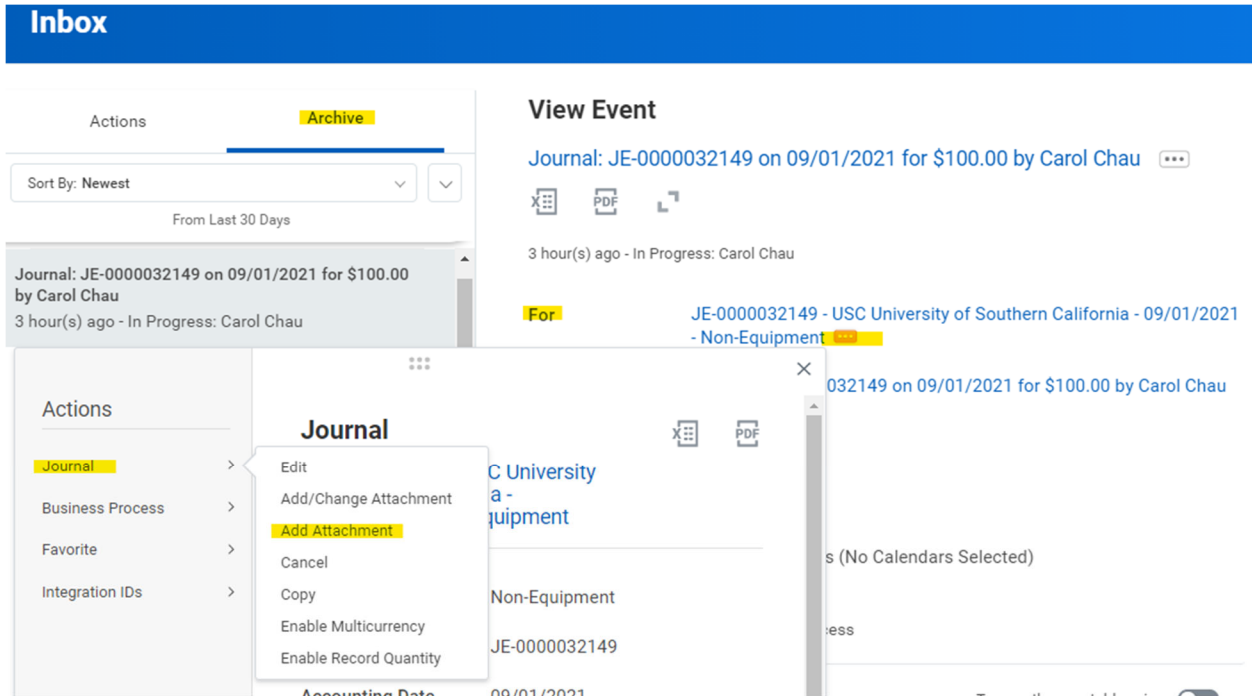
10. Click on the **“Grant Questionnaire Form”** link to download the form.
11. Complete the form on the browser, then download form **“with your changes”**. Or, download the form first, then complete on desktop and save.



12. Go back to the Workday Inbox and select the **Archive** tab and find the Journal document you have just processed.

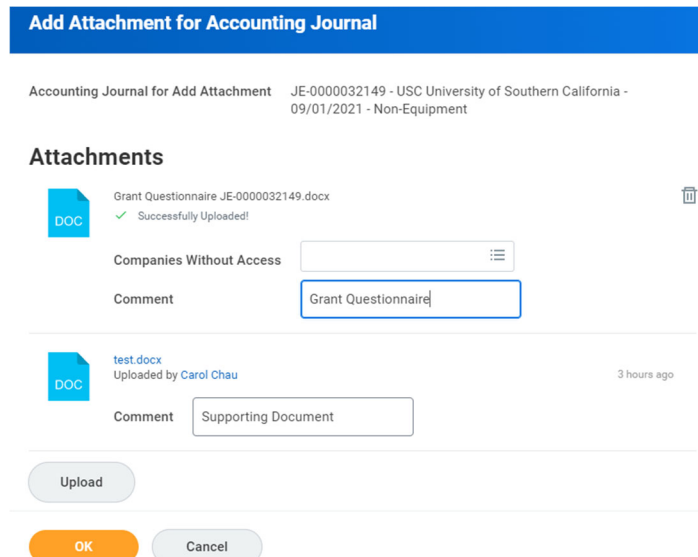
13. The end of the **For** field, click on the **Related Action (...)**.

14. Hover over **Journal** and select **Add Attachment**.



15. **Drag and drop**, or select **Upload** button to attach the completed Grants Questionnaire form.

16. Select **OK**.



17. Go back to Journal action in your Inbox.
18. Check the **"I Agree" checkbox**.
19. Add any **Comments**, if applicable.
20. Select **Submit**.
21. The journal will route to the initiator's supervisory organization for approval → the USC SPA Journal Approver Financials role (SPA Office) → the Accounting Manager role (Comptroller's Office) for final approval. Note: Additional approvers may be added within the workflow.

Approvers may Approve, Send Back, or Add Approvers.

Review Documents



Review Documents for Journal: JE-0000032149 on 09/01/2021 for \$100.00 by Carol Chau ⋮

3 hour(s) ago - Due 09/18/2021; Effective 09/01/2021

Documents

Document Link	Grants Questionnaire Form
Instructions	<ol style="list-style-type: none"> 1. Click on the Document Link to download the form. 2. Complete and save the Grant Questionnaire form on your desktop. 3. Navigate back to the journal by using Find Journals report (with status = In Progress), or in the Archive tab in your Inbox. 4. On the Related Actions (...) of the journal, hover over the "Journal" tab, then select "Add Attachment". 5. Upload the completed questionnaire. 6. Click OK. 7. Navigate back to this action item in your Inbox. 8. Read the below signature statement. 9. Check the "I Agree" checkbox. 10. Add a comment, if applicable. 11. Click Submit.
Signature Statement	I confirmed that I have uploaded the questionnaire into the submitted Workday journal. By submitting this journal and form, I acknowledge that I had obtained authorization from the corresponding principal investigator(s) or authorized designee.
I Agree	<input checked="" type="checkbox"/>

Comment

-

Canceling a Journal

To cancel an existing journal that is no longer needed.

1. Navigate back to the journal (JE-#####) in the **Workday Inbox** under the **Achieve tab**.
2. The end of the For field, click on the **Related Action (...)**.
3. Hover over **Journal** and select **Cancel**.

The screenshot shows the 'Inbox' header in blue. Below it, there are 'Actions' and 'Archive' buttons. A 'View Event' section displays 'Journal: JE-0000032149 on 09/01/2021 for \$100.00 by Carol Chau'. A 'For' field shows 'JE-0000032149 - USC University of Southern California - 09/01/2021 - Non-Equipment'. A context menu is open over the 'Journal' label, with 'Cancel' highlighted in yellow. The menu options include: Edit, Add/Change Attachment, Add Attachment, Cancel, Copy, Enable Multicurrency, and Enable Record Quantity.

4. The **Confirm Cancel Journal** page will display.
5. Click **OK** to confirm.

The 'Confirm Cancel Journal' dialog box has a blue header. It asks 'Are you sure you want to cancel this journal?'. Below the question, there is a table with the following information:

Journal	Journal Number	JE-0000032149	Status	Reserved
Event in Progress	Accounting Journal	Budget Check Status	Not Required	

Below the table is a section titled 'Journal Entry Information' with a dropdown arrow. It contains the following details:

- Originated by: Carol Chau
- Accounting Date: 09/01/2021
- Currency: USD
- Period: 03-Sep-FY 2021 - 2022 Actuals (USC University of Southern California)
- Ledger: USC University of Southern California : Actuals

At the bottom, there are two buttons: 'OK' (orange) and 'Cancel' (grey). A small note at the bottom right says 'Operating without Donor'.