

Ledger Accounts

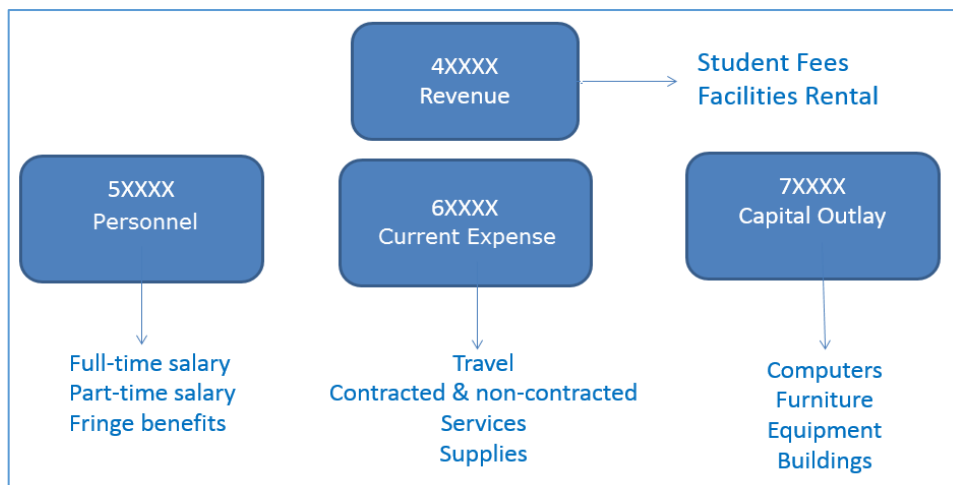
PURPOSE

Ledger accounts are accounts that make up the financial statement in Workday. The ledger accounts that have been loaded into WD have been consolidated according to the state reporting requirements on the Annual Financial Report (AFR).

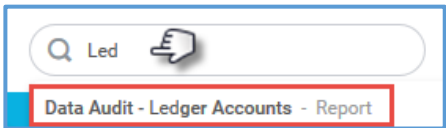
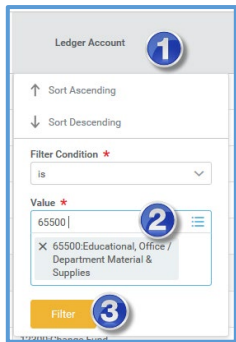

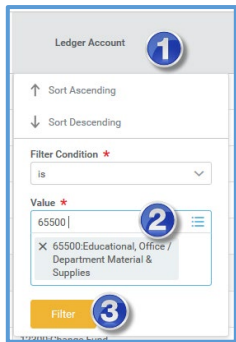

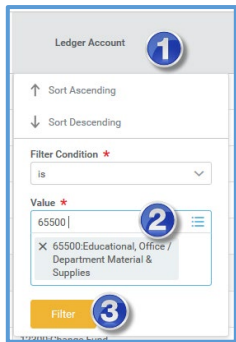

It is the use of ledger accounts on the financial transactions that further define the transaction and provide the details of what is received/spent for reporting purposes. The accounting posting rules in Workday tell the system how to determine what ledger account to post the journal that results from an operational transaction. Therefore, it is very important for users to select the correct ledger account (spend/revenue categories).

Ledger Accounts Type (applicable to Finance users):

- Revenue (4xxxxx)
- Personnel (5xxxx)
- Current Expense (6xxxx)
- Capital Outlay (7xxxx)



Finance users can run the Data Audit-Ledger Accounts report to view detailed information on the ledger accounts. See instructions below on how to run this report.

Data Audit – Ledger Accounts									
Step 1	Login to Workday								
Step 2	Type <i>Led</i> in the search field and select Data Audit – Ledger Accounts - Report 								
Step 3	Data Audit – Ledger Accounts report appear <table border="1"> <thead> <tr> <th>To</th><th>Then</th></tr> </thead> <tbody> <tr> <td>Filter</td><td> <ol style="list-style-type: none"> Click on the column you wish to filter Filter window appears, enter the appropriate value (ex: 65500) in the value field Click on Filter  </td></tr> <tr> <td>Drill</td><td>Allows users to drill to the details for a specific category or record by clicking on the drillable field (blue hyperlink)</td></tr> <tr> <td>Export/Print</td><td> <ol style="list-style-type: none"> Click on the Export to Excel  icon (located on the top right corner) The report will open as an excel document which can be saved and printed </td></tr> </tbody> </table>	To	Then	Filter	<ol style="list-style-type: none"> Click on the column you wish to filter Filter window appears, enter the appropriate value (ex: 65500) in the value field Click on Filter 	Drill	Allows users to drill to the details for a specific category or record by clicking on the drillable field (blue hyperlink)	Export/Print	<ol style="list-style-type: none"> Click on the Export to Excel  icon (located on the top right corner) The report will open as an excel document which can be saved and printed
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