

## POSTING OF ACCOUNTING ENTRIES for Operational Journals

On the date of final approval for an operational transaction, Workday posts the expense to the Worktag on the date in a certain field depending on the transaction type (see below) provided the accounting period is open. If the accounting period is closed, it posts to the next open accounting period. If the transaction date is in the future and the accounting period is not yet open, the transaction will post once the period has been opened.

Thus, three items determine the posting date: approval date, date in the field listed below, and the open accounting period.

Note: The posting date does not affect the payment date.

Operational Transaction:	Field determines posting date:
Supplier Invoices	Invoice Date
Expense Reports	Expense Report Date
Ad Hoc Payments	Payment Date
Miscellaneous Payments	Document Date
Customer Refunds	Refund Date

Examples of supplier invoices:

Invoice date	Approved date	Accounting date
6/10/2021	6/14/2021	6/10/2021
5/25/2021	6/1/2021	6/1/2021 (May was closed on approval date)
6/2/2021	5/20/2021	6/1/2021 (June not open on approval date-next acctg date is 6/1)
7/5/2021	6/15/2021	7/1/2021 (July was not open yet on 6/15, so accounting is in error status until July is opened)

Note: Accounting Journals do not follow the above posting parameters. If a Journal is not fully approved in the period entered as the accounting date, the entry is cancelled and must be re-entered the following month with a new accounting date.