MINNESOTA STATE

September 2025
Facilities
Receipting for Projects

Introduction

The HEAPR and GOB appropriation transfers for revenues is completed by the System Office Facilities Budget Officer in SWIFT. SYSO Facilities Budget Officer will send email communication with the spreadsheet file of the revenue appropriation adjustment to the campus.

NOTE: check you have the proper security roles to complete tasks listed in this guide.

   » Cash Accountant

Create Journal Entry

Step 1. From the Workday homepage, type **Create Journal** and select the *Task*.
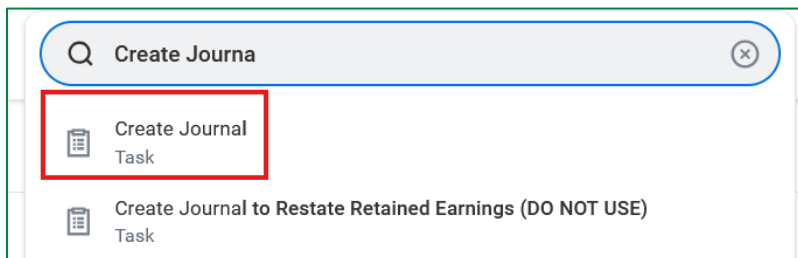
Step 2. Create a journal in Workday by entering:

   » **Ledger:** Your Institution Actuals
   » **Accounting Date:** Date of Transfer from confirmation email
   » **Journal Source:** Manual Accounting – Do Not Send to SWIFT
   » **Balancing Fund:** Match project fund
   » **Memo:** description of funds, e.g. 2025 HEAPR for PI process

Note: The confirmation email comes from SYSO Facilities Budget Officer and contains a spreadsheet with pertinent information.

Then click **OK**.

Step 3. In the Journal Entry Lines, enter the following for line 1:

- » **Ledger Account:** 41010: State Appropriation
- » **Credit Amount:** Amount from Facilities Budget Officer confirmation email
- » **Memo:** e.g. 2025 HEAPR PI
- » **Budget Date:** Date from Facilities Budget Officer confirmation email
- » **Revenue Category:** State Appropriation
- » **Project:** Enter project ID (e.g. PR0000200)
    - ▪ Entering the Project worktag auto populates Additional Worktags & Fund
    - ▪ Adjust worktags as needed, ensuring the correct Fund worktag is being used

Step 4. In the Journal Entry Lines, enter the following for line 2:

- » Ledger Account: 10000: Cash
- » **Debit Amount:** Match amount from line 1
- » **Memo:** Match description from line 1
- » **Budget Date:** Match date from line 1
- » **Revenue Category:** Leave blank as we are hitting a ledger account
- » **Project –** Leave blank as we do not balance cash at the project level
- » **Additional Worktags:** Bank Account: MinnState Treasury

Step 5. Select Attachments – add the email and/or the project financial information worksheet file from SYSO Facilities Budget Officer for reference.

Step 6. After entering all the required information and reviewed thoroughly, **Submit** the journal. If there are errors, you will need to review each error and resolve it. If there are no errors, then the journal will be processed.

Step 7. When the journal process completes, the Business Process Records appears. Click on the View Details link which will provide the journal entry number.
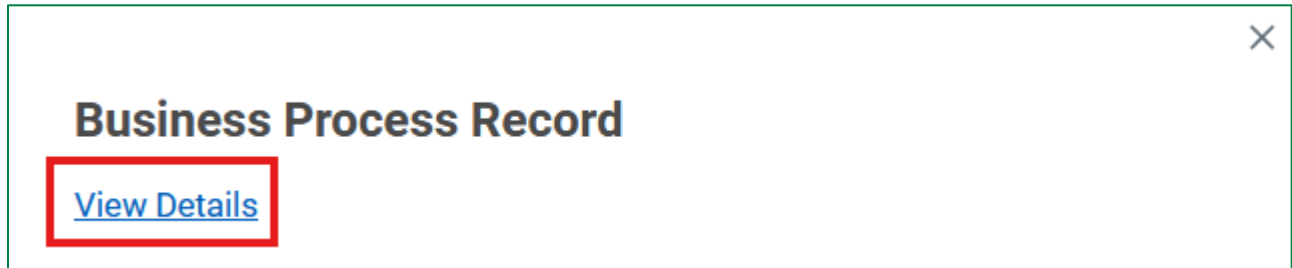
Write down the journal entry number for your records.

Step 8. Double check your work by running the Trial Balance Composite report – or RPT00278 – to confirm the entry was done correctly. **WE HIGHLY RECOMMEND DOING THIS CHECK.**

Example of RPT00278 report filters: