



September 2025
Facilities
Receipting for Projects

Introduction

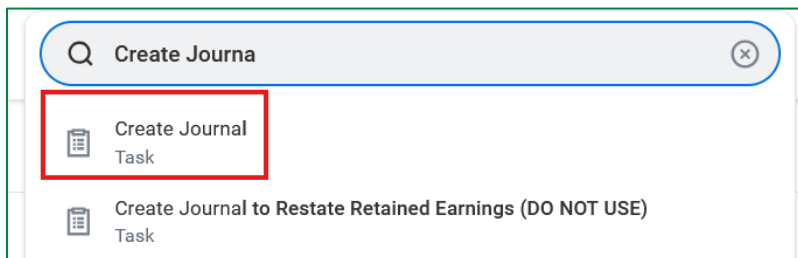
The HEAPR and GOB appropriation transfers for revenues is completed by the System Office Facilities Budget Officer in SWIFT. SYSO Facilities Budget Officer will send email communication with the spreadsheet file of the revenue appropriation adjustment to the campus.

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**.

Create Journal

Link to Job Aid here -> [Financial Accounting](#)
Hosted on Minnesota State Connect

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

Ledger	* CU0000 Minnesota State System Office : Actuals	Memo	2025 HEAPR for PI
Accounting Date	* 09/18/2025	External Reference ID	
Period	Sep-FY26 Actuals (CU0000 Minnesota State System Office)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* Manual Accounting X Correction - Do Not send to SWIFT	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Adjustment Journal	<input type="checkbox"/>
Balancing Fund	X FD0194 H25 HEAPR	Create Reversal	<input type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	
Book Code		Control Total Amount	0.00

Continue Cancel

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

Journal Entry Lines

Attachments

Journal Entry Lines 2 items

	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	Budget Date
<div><div>+</div><div>-</div></div>	<div></div>	<div><div>CU0000</div><div><div>×</div>Minnesota State System Office</div><div></div></div>	<div><div>×</div>41010:State Appropriation</div>	<div>0.00</div>	<div>300,000.00</div>	<div>2025 HEAPR PI</div>	<div>09/18/2025</div> <div></div>

Journal Entry Lines		Attachments	
Journal Entry Lines 2 items			
Revenue Category	Project	Additional Worktags	*Fund
<div> <div>×</div> <div>State Appropriation</div> <div>...</div> <div>⋮</div> </div>	<div> <div>×</div> <div>PR0000200</div> <div>×</div> <div>SO-24-WFP Office</div> <div>Redesign-123495</div> <div>...</div> <div>⋮</div> </div>	<div> <div>×</div> <div>Cost Center:</div> <div>CC0003606 SYSO</div> <div>- SO Construction</div> <div>...</div> <div>⋮</div> </div> <div> <div>Function: FN980</div> <div>Capital</div> <div>×</div> <div>Construction - Capital</div> <div>Construction</div> <div>...</div> <div>⋮</div> </div>	<div> <div>×</div> <div>FD0194 H25 HEAPR</div> <div>...</div> <div>⋮</div> </div>

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

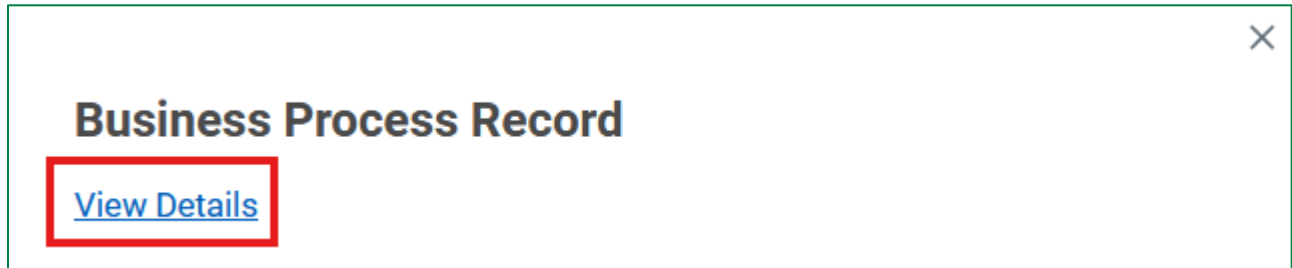
Journal Entry Lines		Attachments						
Journal Entry Lines 2 items								
+	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	Budget Date	
+	-	▼	<div> <div>×</div> <div>CU0000</div> <div>×</div> <div>Minnesota State System Office</div> <div>...</div> <div>⋮</div> </div>	<div> <div>×</div> <div>10000:Cash</div> <div>...</div> <div>⋮</div> </div>	300,000.00	0.00	2025 HEAPR PI	09/18/2025

Journal Entry Lines		Attachments	
Journal Entry Lines 2 items			
Revenue Category	Project	Additional Worktags	*Fund
<div> <div>...</div> <div>⋮</div> </div>	<div> <div>...</div> <div>⋮</div> </div>	<div> <div>×</div> <div>Bank Account:</div> <div>MinnState Treasury</div> <div>...</div> <div>⋮</div> </div>	<div> <div>×</div> <div>FD0194 H25 HEAPR</div> <div>...</div> <div>⋮</div> </div>

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:

A screenshot of the "RPT00278 - Find Journal Lines - Faceted" filter form. The form contains several filter fields: Company (CU0000 Minnesota State System Office), Year (FY26), Period (Year), Ledger (Actuals), Book, Status, Accounting Date On or After, Accounting Date On or Before, Created Moment On or After, Created Moment On or Before, and Journal Sources (Manual Accounting, Correction - Do Not send to SWIFT). The form has a Cancel button and an OK button at the bottom right.