WASHINGTON STATE
OFM
Office of Financial Management
Statewide Accounting

Finance Dates in Workday

Dates are important for processing and reporting on transactions. Here are more details about differences between the types of dates you'll find in Workday.

Accounting Date

The Accounting Date is the date that the transaction's journal lines were recorded in the general ledger, and it dictates the fiscal period (fiscal month and year) the transaction was recorded in.

The Accounting Date is manually input on Accounting Journals, and it is derived from the Operational Transaction Date for Operational Transactions using the date on the table below showing the most commonly used business processes. Specifically, the Accounting Date is the Operational Transaction Date if the Operational Transaction Date is in an open period. If the Operational Transaction Date is in a closed period, then the Accounting Date is the first day of the earliest open period.

Transaction	Date driving the Accounting Date (Fiscal Period the entry posts in)
Accounting Journals	Accounting Date
Ad Hoc Bank Transaction	Date (Online entry) or Transaction Date (Integrations or EIB)
Allocation	Allocation Date
Customer Cash Sale	Cash Sale Date
Customer Invoice	Accounting Date
Miscellaneous Payment	Document Date
Register Asset	Acquisition Date
Supplier Invoice	Accounting Date Override

Definitions for Other Key Date Fields

Transaction	Field	Description
Many	Accounting Date	The date that the transaction's journal lines were recorded in the general ledger, and it dictates the fiscal period (fiscal month and year) the transaction was recorded.
	Budget Date	The date an expense was incurred, which is the same as the accounting date for the state.
	Fiscal Period of Service (Worktag)	Used on transactions to track when the service was provided.
	Processed Date	The date the transaction is processed (posted) in Workday and will normally match the accounting date. During the closing periods, the accounting date and processed date may not be

Transaction	Field	Description
		the same. For example, when an accounting journal is entered in July for the closing fiscal year, the accounting date will be 6/30/20xx and the processed date will be the July day the journal is approved.
	Settlement Run Date	The date the payment was made.
Supplier Invoice	Invoice Date	The date listed on the invoice received from the supplier for the transaction and defaults to the current date. The invoice date is used in conjunction with the Payment Terms to determine the payment due date.
	Invoice Received Date	The date the invoice was received by the agency.
	Accounting Date Override	Used for the Accounting Date, which drives the fiscal period to which the transaction posts and must be an open ledger period to validate Appropriation worktags.
	Due Date	The date the payment for the invoice is due or will be paid and is based on the invoice date and payment terms of the supplier (all suppliers are set up as 'Pay Immediately').
	Due Date Override	Allows the due date to be changed for all agencies except HHS agencies so that the payment is made at a future date, up to 30 days from the invoice date. If a Grant worktag is on the Supplier Invoice, the Due Date Override is not allowed.
Customer Invoice	Invoice Date	The date listed on the invoice and defaults to the current date. The invoice date is used to determine the due date based on the customer payment terms.
	From Date and To Dates	Allows entry of a date range for the Period of Service. Either From Date and To Dates or Transaction Date must be entered on Customer Invoices.
	Transaction Date	The date the service occurred. Either the Transaction Date or From Date and To Date must be entered on Customer Invoices. Transaction Date populates the Service Date field on the Customer Invoice PDF.

Additional Information

What are the important dates for grants?

Date	Description
Fiscal Period of Service	The date the service was performed (should be within award period of performance)
Accounting Date	The date the expense is recorded in the general ledger

Settlement Run Date	The date the payment was made
	Note: EFT/ACH payments have a two-business day lag between settlement running and the posting of cash ledger entries

When might the Accounting Date and Transaction Date be different?

These two dates might be different if a transaction gets created but approval takes a while and the ledger period closes. This would move the accounting date to the next accounting period while the transaction date stays in the current period. The accounting date needs to be within a current open accounting period.

What drives the Accounting Date for all of the Customer Account tasks?

Customer Account Task	Field that drives Accounting Date
Create Customer Invoice	Accounting Date
Record Customer Payment	Payment Date
Apply Customer Payment	Transaction Date
Create Customer Deposit	Payment Deposit Date
Create Customer Refund	Refund Date
Return Customer Payment	Payment Return Date
Write Off Customer Invoice	Write Off Date
Record Customer Overpayment	Overpayment Date