

# Ledger Account to Spend and Revenue Category Mapping Web Application

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## Business Process Overview

When completing the Create Journal task in the Financial Management System (FMS) you are required to enter the correct Ledger Account that is mapped to the selected revenue or spend category. A web application has been developed to facilitate finding the correct ledger account and spend or revenue category combination. This document explains how to use the application.

## Task

- Use the Ledger Account to Spend and Revenue Category Mapping web application to identify the correct ledger account to use with revenue and spend categories.

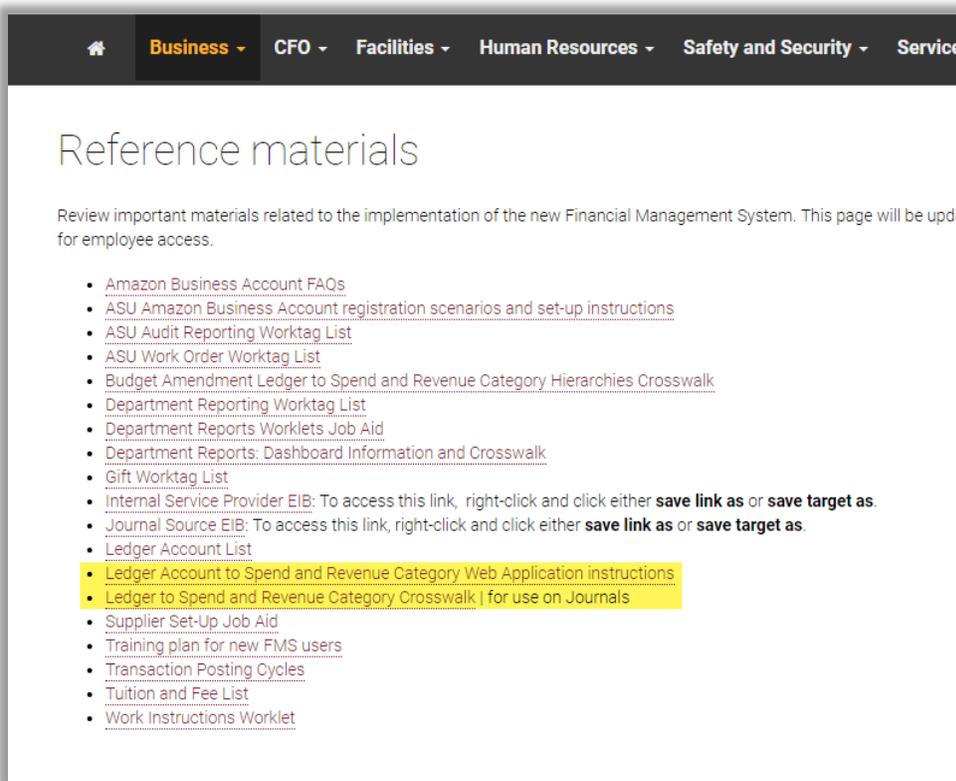
## Prerequisites

- You must have access to use the application. This work instruction includes the instructional steps to request access to the application.

# Ledger Account to Spend and Revenue Category Mapping Web Application

## Access to the Application

The link to the application is located on the FMS website on the [Reference Materials](#) page. Click on the link **Ledger to Spend and Revenue Category Crosswalk | for use on Journals**.



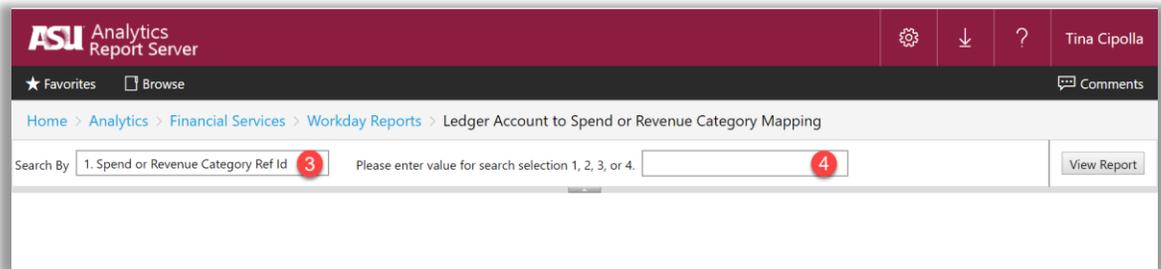
If you receive an error message when you try to access the application, follow these instructions for requesting access:

1. Enter a [Service Now Ticket](#)
2. In the Group Name box select **Financial Services**
3. In the Reason for Access Request box enter: **to access the Ledger Account to Spend and Revenue Category Mapping web application**
4. Click **Submit**.

# Ledger Account to Spend and Revenue Category Mapping Web Application

## Using the Ledger Account to Spend and Revenue Category Mapping web application

1. The link to the application is located on the FMS website on the [Reference Materials](#) page. Click on the link Ledger to Spend and Revenue Category Crosswalk – for use on Journals.
2. Log in with your ASURITE
3. In the **Search by** field use the drop down and select from the following:
  - A. Spend or Revenue Category Ref ID
  - B. Spend or Revenue or Spend Category Name
  - C. Ledger Account Ref ID
  - D. Ledger Account Name
4. In the Please Enter Value for Search Selection 1,2,3, or 4 box type in your search criteria
5. Press **Enter** and wait for results



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In this example we searched for the spend category of advertising services and the application lets us know that the ledger account is 7200.

The screenshot shows the ASU Analytics Report Server interface. The search criteria is set to '2. Spend or Revenue Category Name' with the value 'advertising services'. The search results are displayed in a table with the following data:

Ledger Account ID	Ledger Account Name	Spend Rev Category Ref-Id	Spend Rev Category Name
1 7200	Services	SC0023	Advertising services

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## Run Report for All Revenue or Spend

You may also run a report to retrieve a report by all Revenue or Spend.

1. In the **Search By** field select one from the following:
  - A. All Revenue Report
  - B. All Spend Report
2. Click **View Report**

The screenshot shows the ASU Analytics Report Server interface. The breadcrumb trail is: Home > Analytics > Financial Services > Workday Reports > Ledger Account to Spend or Revenue Category Mapping. The search bar contains the text "All Spend Report - Click 'View Report'" and a red circle with the number "1" next to it. To the right of the search bar is a "View Report" button with a red circle and the number "2" next to it. Below the search bar is a toolbar with navigation and action icons. The main content area displays a table with the following data:

	Ledger Account ID	Ledger Account Name	Spend Rev Category Ref-Id	Spend Rev Category Name
1	1794	Accumulated Depreciation: Software	SC0682	Software Licensing - Capital
2	7207	Miscellaneous Expenses	SC0756	Subscriptions
3	1714	Library	SC0397	Library Books and Resources Capital
4	1791	Accumulated Depreciation: Buildings	SC0643	Roofing, siding and sheet metal services Capital
5	7200	Services	SC0211	Elementary and secondary school services
6	7205	Rentals / Licenses	SC0395	Lease and rental of property or building - Base Rent
7	3100	Payroll	SC0817	ASU University Club Deduction (Payroll Deduction)