



**Work Instruction**

**Define a Recurring Journal**

**Purpose**

Use this procedure to define a recurring journal template that can be used to create a journal in a chosen period with the same information in it each time.

**Prerequisites**

The journal header and line information for a frequently occurring journal must be available. You should understand how to create a journal through **Journals** → **Enter**.

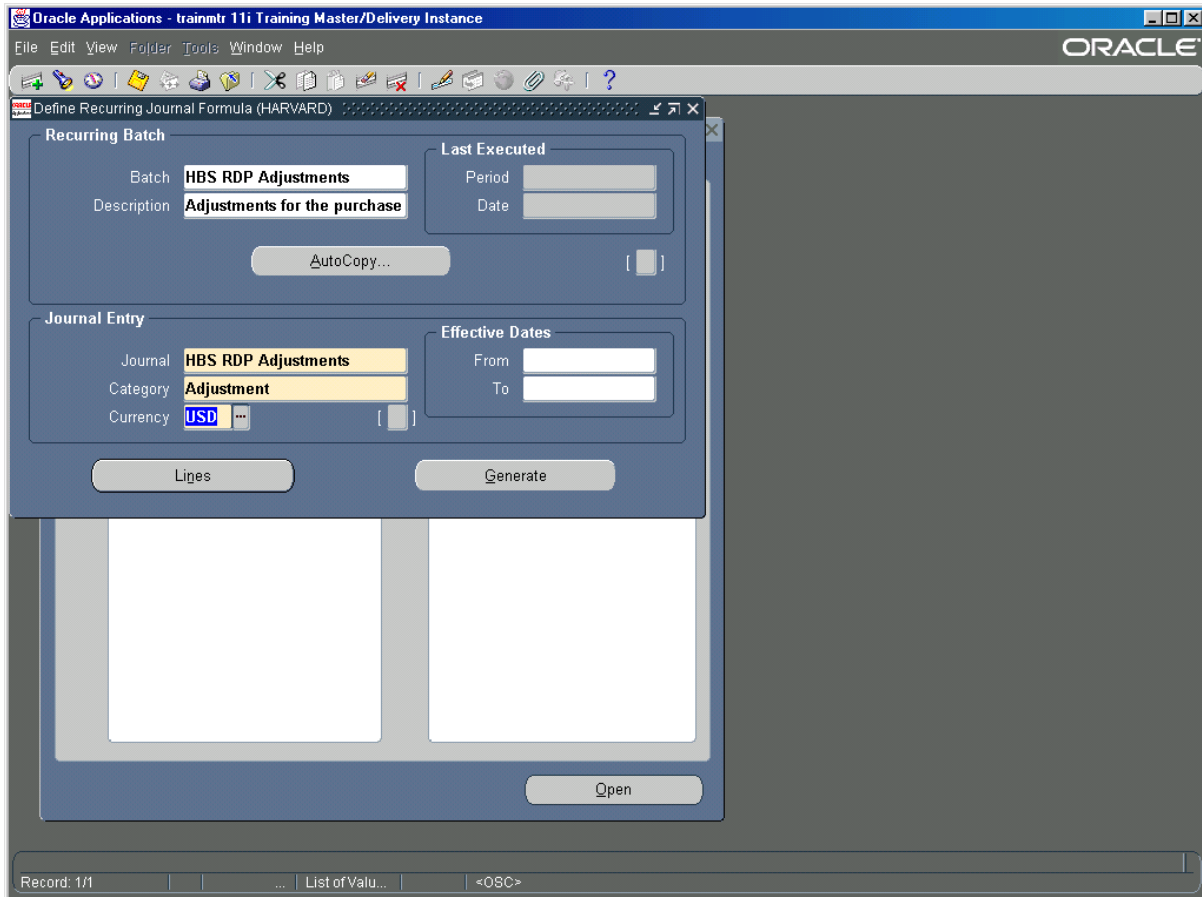
**Navigator Path**

**Journals** → **Define** → **Recurring**

**Helpful Hints**

After defining the journal, you can review or edit the information. This includes adding, deleting, and changing code combinations, dollar amounts, and descriptions.

## Defining Recurring Journal Formula



1. Complete the following fields in the **Recurring Batch** region to set up your batch header:

In This Field	R/O/C	Enter
Batch	R	Naming convention of the recurring batch <b>Example:</b> HBS RDP Adjustments
Description	O	Description of the recurring batch

2. Complete the following fields in the **Journal Entry** region to set up your journal header:

In This Field	R/O/C	Enter
Journal	R	Naming convention of the recurring journal
Category	R	Appropriate accounting category

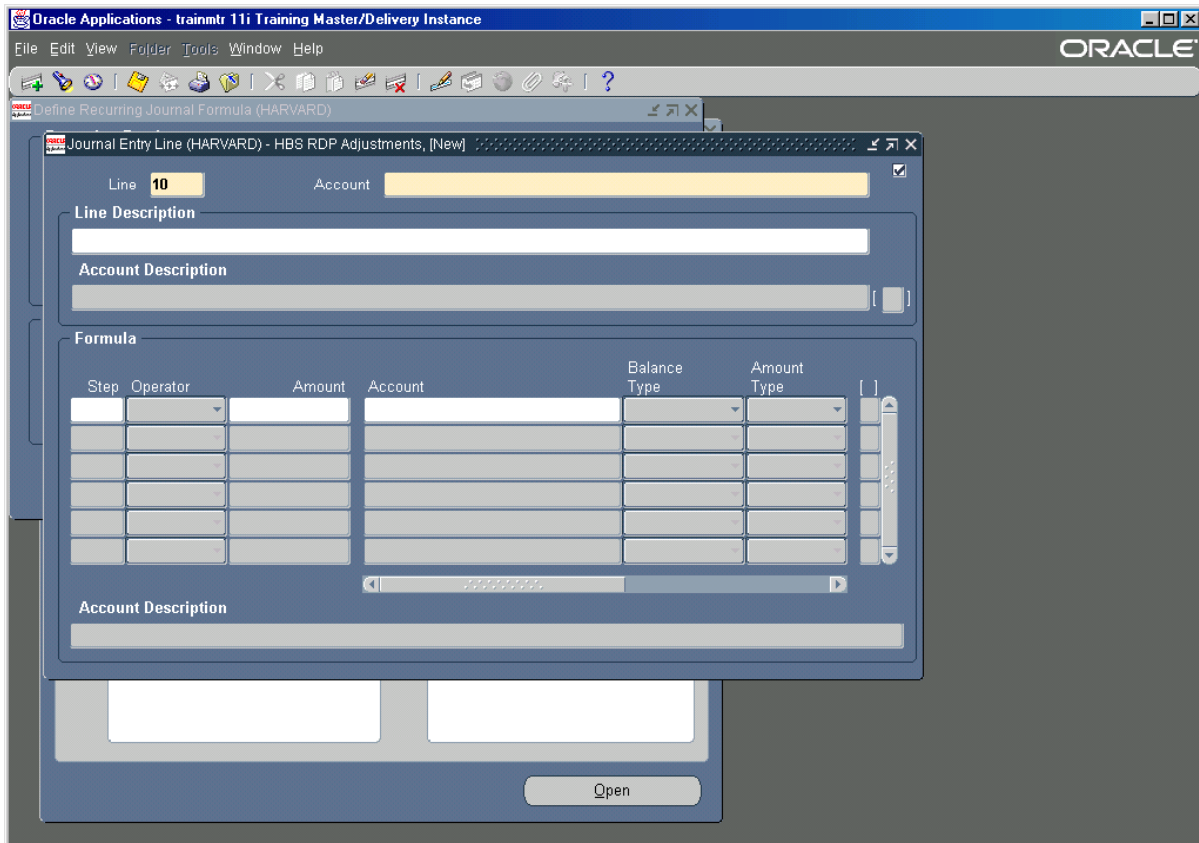


3. If you are only going to use your recurring journal for a certain time period, complete the following fields in the **Journal Entry-Effective Dates** region:

In This Field	R/O/C	Enter
From	O	First date that the journal may be generated
To	O	Last date that the journal may be generated




4. Click  to go to the *Journal Entry Line* form.

**Journal Entry Line**



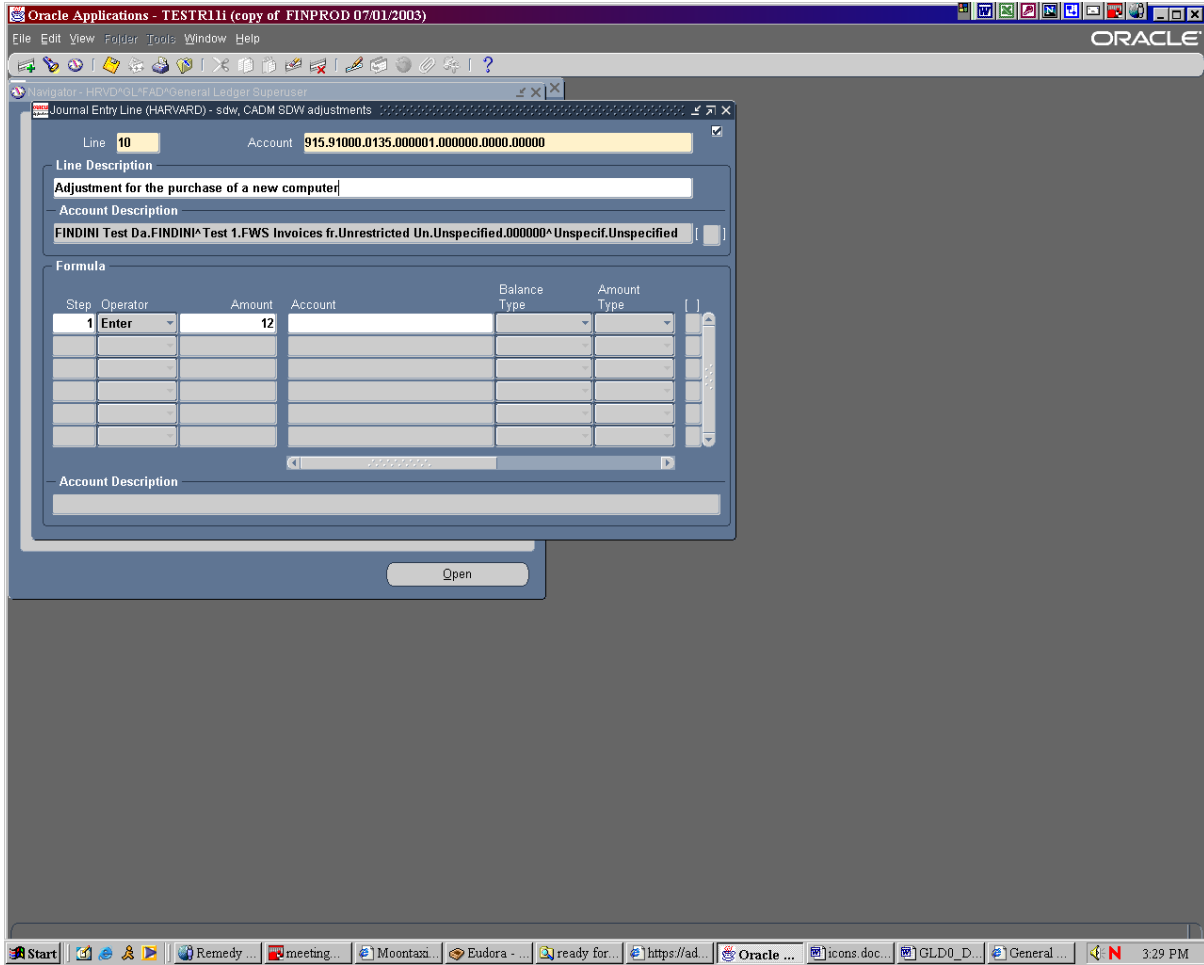


5. Complete the following fields on the *Journal Entry Line* screen to set up a journal line:


In This Field	R/O/C	Enter
Line	R	Number of the line. Examples: 10, 20, 30...   Leaving space between the line numbers enables you to add a line in between later.
Account	R	Code combination to be used when the recurring journal is generated   Click  or press <b>F9</b> to go to the <i>Accounting Flexfield</i> window.
Line Description	O	Description of the recurring journal entry line

6. At this point you have created a Skeleton Recurring Journal (see definition below). This journal does not include dollar amounts. If you want to enter a different dollar amount each time you generate the journal, go to **Step 9** to continue without dollar amounts.
- **Skeleton Recurring Journals** let you create and save a journal template that includes all chart of account values, but does not include any dollar amounts for the journal (they could be used to allocate phone expenses to a number of code combinations since the phone bill changes each month).
7. If you want to enter a fixed dollar amount each time you generate the journal, you are creating a Standard Recurring Journal (see definition below). Go to **Step 8** to continue with dollar amounts.
- **Standard Recurring Journals** let you create and save a journal template that includes all chart of account values and dollar amounts for the journal (they could be used to allocate rent expenses since the same amount is charged each month for rent)

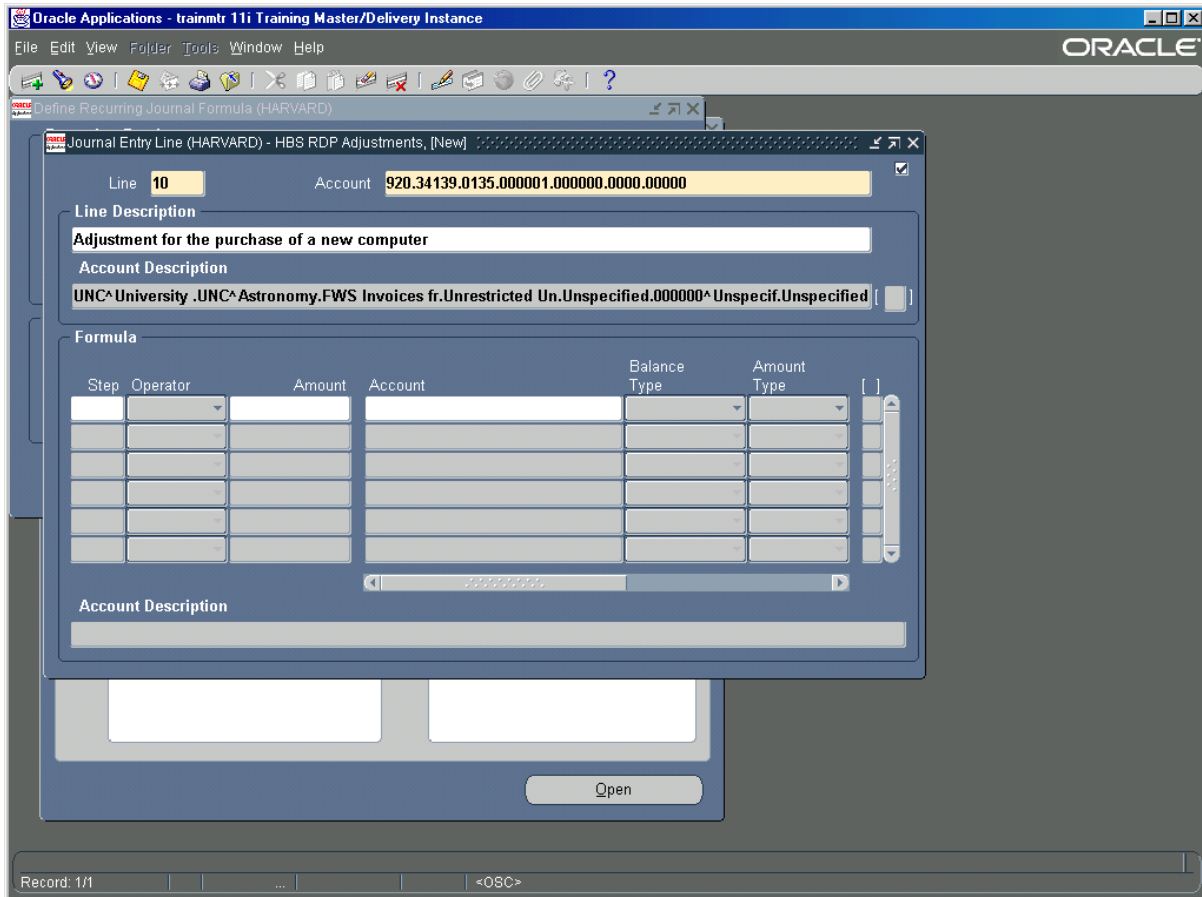
**HRVD Accounting Flexfield**







8. Add dollar amounts in a recurring journal by completing the following in the **Formula** region:

In This Field	R/O/C	Enter
Step	C	Number of the step, use "1".
Operator	C	Instruction to the system, use "Enter".
Amount	C	Add your dollar amount, the example above has a debit of \$12.00  To make a credit amount use a negative sign. For example, a credit of \$15 would be typed in as "-15".

### Journal Entry Line



9. Perform one of the following:

If You Need To	Then	Go To
Add additional recurring journal entry lines	To Start a new line click: <b>File → Save and Proceed</b> or  and  .  The form will clear for entry of the next journal line.	Step 5
Finished inputting journal lines	Click  or press <b>F10</b> to save.	Result



## Result

You have defined a recurring journal. The system displays the message "Transaction complete: xxxx records applied and saved" on the bottom of the toolbar. Select **File** → **Close Form** to exit the *Journal Entry Line* form.



This is only creating a journal template. Continue with **Generate a Recurring Journal** to create a journal entry based on this template.

## Comments

You have completed this work instruction.