

**Work Instruction****Generate a Recurring Journal****Purpose**

Use this procedure to generate an unposted journal from a previously defined recurring journal template.

**Trigger**

You need to create a journal each month (or more frequently). You have defined this journal as a Recurring Journal.


**Prerequisites**

- The recurring journal must be defined in the system (see **Define a Recurring Journal**).

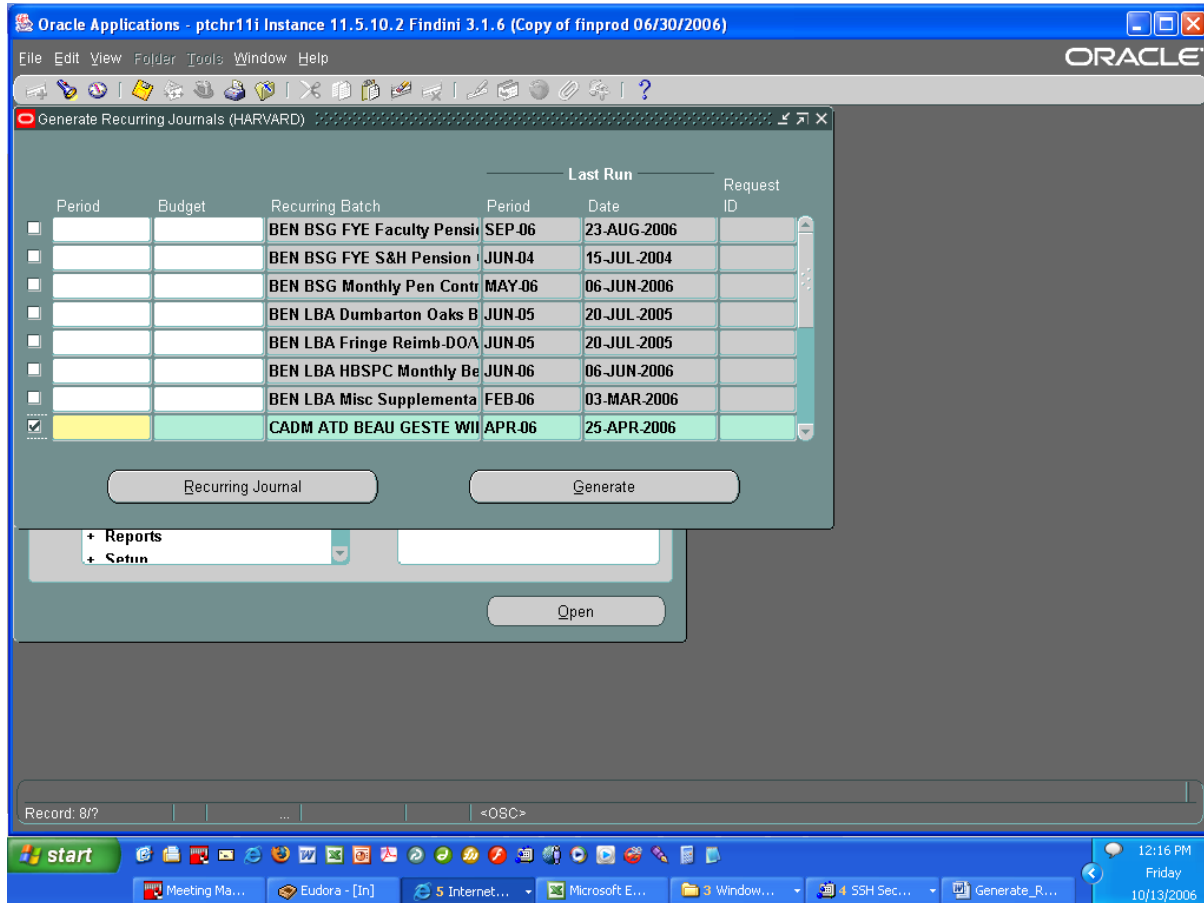
**Navigator Path**

- **Journals → Generate → Recurring**

**Helpful Hints**


- After generating the recurring journal, you must find it through **Journals → Enter**, then review / edit the journal or batch.
- After editing your newly generated journal, you must enter the required values for the Created By and Created By Email Address segments. They are located in the journal header dff field which is in the middle of the journal, .

## Generate Recurring Journals



1. Select  to the left of the **Period** field for the recurring journal batch you need to generate. (By selecting, you will place a checkmark in the field.)



You can use the  find button on the toolbar to find the recurring journal batch.

2. Complete and review the following field:

Field Name	R/O/C	Description
Period	R	Accounting period for which you are creating an unposted journal.

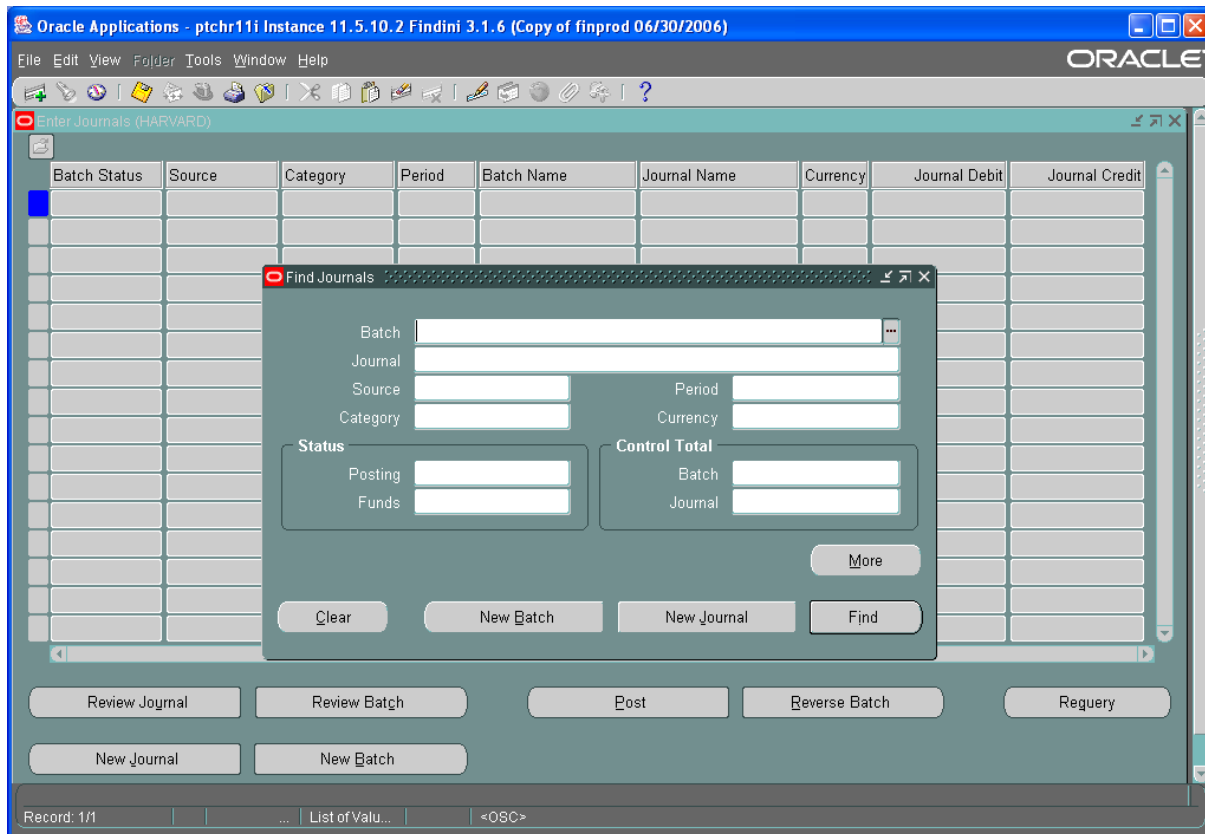
3. Click  to generate the recurring journal or batch.



The system displays the message “Transaction complete: xxxx records applied and saved” in the status bar at the bottom of the screen. The system also adds a number in the Request ID field to the right of the Last Run Date.

4. Select **File** → **Close Form** to return to the Navigator window.
5. Select **Journal** → **Enter** to find the journal.

### Find Journals





6. As needed, complete the following fields:

Field Name	R/O/C	Description
Batch	O	This is your recurring batch name
Journal	O	This is your recurring journal name
Source	O	The origin of the journal; use <b>Recurring</b>
Period	O	Accounting period; use the month you generated it in
Status: Posting	O	Current posting status; use <b>Unposted</b>

7. Click  to go to the *Enter Journals* form.

8. Select the unposted journal batch you need to review / edit by clicking in the **Batch Name** field.

9. Click  to go to the *Journals* form.

**Journals**



10. Review / correct the journal content. Enter the amounts in the **Debit** or **Credit** fields for each line.

11. Select  or **File → Save** when complete.



The system displays a message “Transaction complete: xxxx records applied and saved.” on the status bar at the bottom of the Oracle window.

### Result

You have generated a recurring journal. Select **File → Close Form** to exit the journal and return to the *Navigator* window.