

HUGL Recurring Journal Page

Purpose

This document explains the new HUGL – Recurring Journals page, which is used to define and generate a recurring journal to be submitted in the General Ledger (GL). Harvard University General Ledger (HUGL) Recurring Journals page will assist in creating journals in the chosen periods with the same information in it each time.

Prerequisites

Users must have access to an Oracle Harvard General Ledger responsibility (HRVD^GL...)

Navigator Path

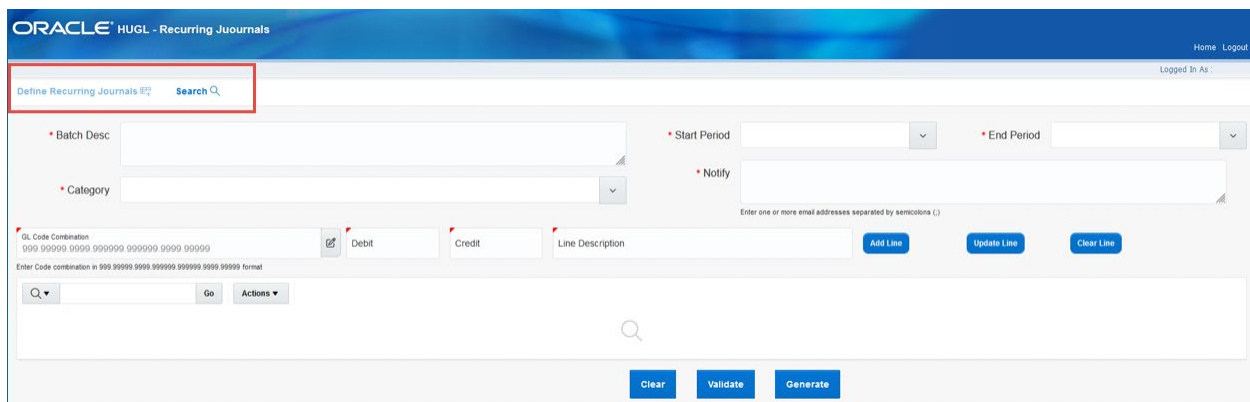
Log into Oracle Financials and select your
General Ledger responsibility HRVD^GL... > Journals > HUGL – Recurring Journals



This custom recurring journal form has two tabs:

- Define Recurring Journals
- Search

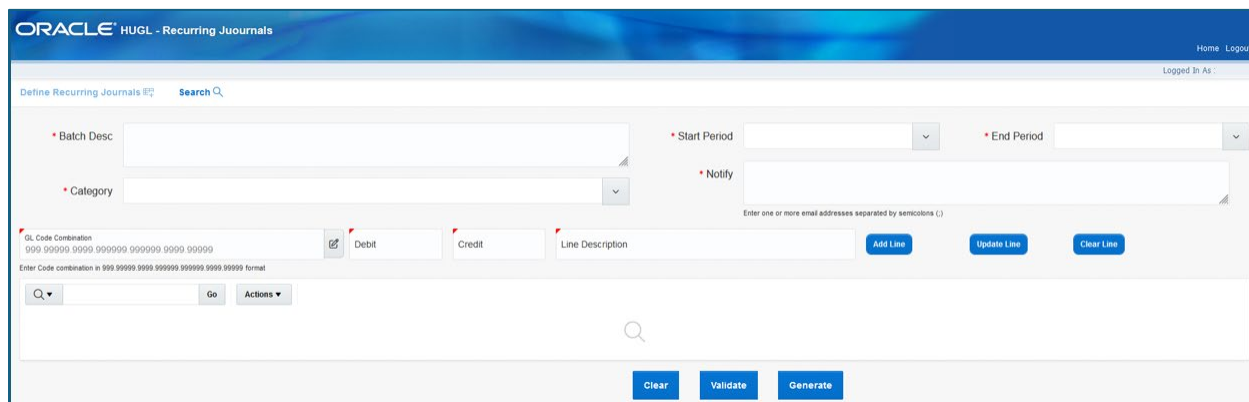
A form with two tabs will open. The form defaults to the **Define Recurring Journals** tab, the other tab is **Search**.



Define Recurring Journals

Define Recurring Journals tab creates the journals in the chosen periods with the same information in it each time.

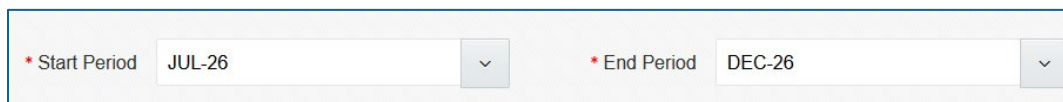
1. On the Define Recurring Journals page, notice that all fields are required.



2. Complete the following fields to begin the setup of the recurring journal

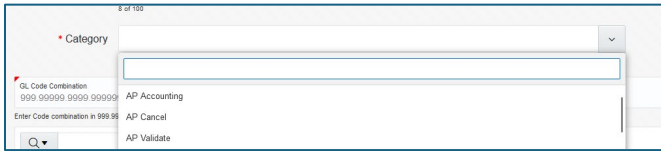


Field	Core Definition	Data
Batch Desc (Required)	Batch Description should help users understand where the journal is from and the purpose of the journal Use Naming convention for batch description • PREPARER'S TUB INITIALS (UPPERCASE) • PREPARER'S INITIALS (UPPERCASE) • Purpose of the journal (Title Case)	Add Tub, User initials, Description Character limit is 80 <u>Note:</u> the field allows 100 characters, but only 80 characters will appear after journal import. This number will decrease over time as the batch number and request id numbers increase in size – currently they are at 4 and 8 respectively. Example: CADM HUIT KSG Monthly Rent



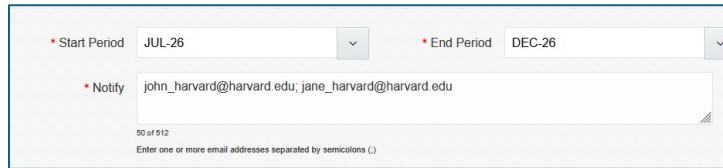
Field	Core Definition	Data
Start Period (Required)	Period in which the recurring journal should begin. The accounting period cannot be Closed or not accepting journals for posting.	Example: JUL-26 Timing example: Journals should not be created in JUN-26 after the third GL close (in FY26 this date was July 17, 2026)
End Period (Required)	Period in which the recurring journal should stop. The accounting period must be either Open, Future Entry, or Never Opened.	Example: DEC-26

3. Choose the Category



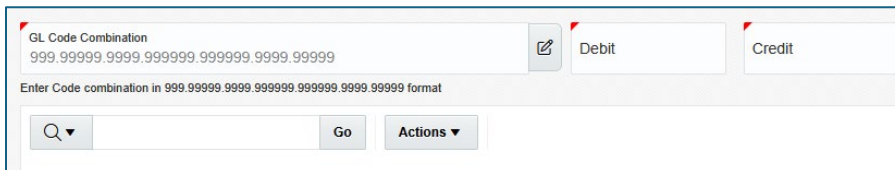
Field	Core Definition	Data
Category (Required)	Journal Category dropdown list of values - gives users more information about the purpose of the journal - the list can be narrowed down by typing in the desired category	Most commonly used category fields for recurring journals are: - Adjustment - Allocation - Debit Memos - Internal Billings - Month-End Entry This example will use <i>Month End Entry</i>.

4. Add a least one email address to the Notify field



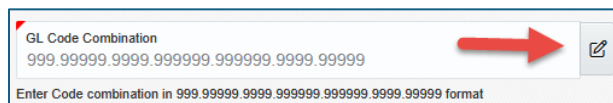
Field	Core Definition	Data
Notify (Required)	Notify is a location to place an email address The intent is for the system to <u>notify</u> this address of a <u>system error</u> in processing.	This field must be a valid email format - Multiple email addresses must be ended/separated with a semicolon (;) - The last address should not have a semicolon (;) Example: john_harvard@harvard.edu; jane_harvard.edu

5. Add the GL Code Combination



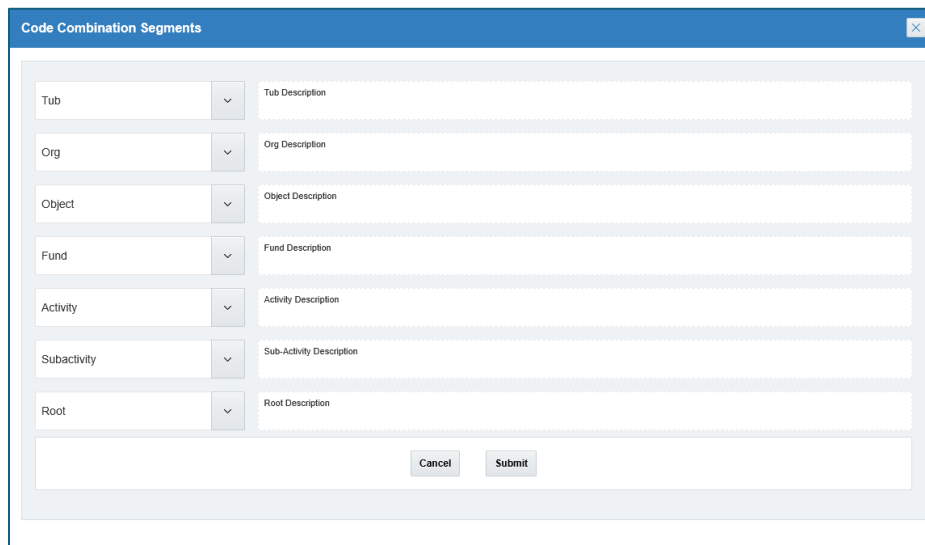
Field	Core Definition
GL Code Combination (Required)	Enter all numeric values of account coding in full. Type the values in the format is as shown: TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACT.ROOT or input the Code Combination Segments using the edit button

Alternatively, users can click the edit button



GL Code Combination
999.99999.9999.999999.999999.9999.99999
Enter Code combination in 999.99999.9999.999999.999999.9999.99999 format

next to the GL Code Combinations field and use the Code Combination Segments form to look up and add the values. When all values have been chosen, click the Submit button to add and return to the main form.

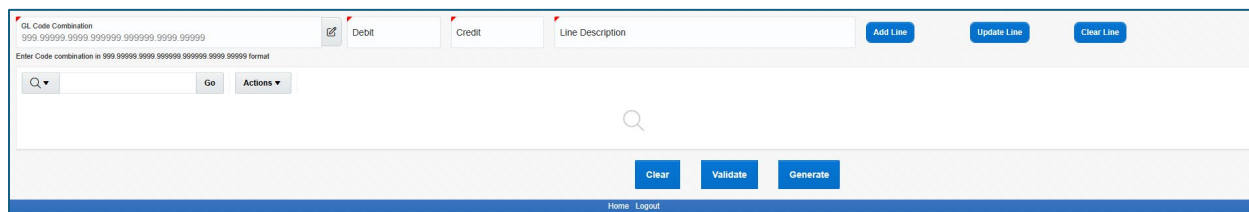


Code Combination Segments

Tub Description
Org Description
Object Description
Fund Description
Activity Description
Sub-Activity Description
Root Description

Cancel Submit

6. Add Debit or Credit amount and line description



GL Code Combination
999.99999.9999.999999.999999.9999.99999
Enter Code combination in 999.99999.9999.999999.999999.9999.99999 format

Debit Credit Line Description

Add Line Update Line Clear Line

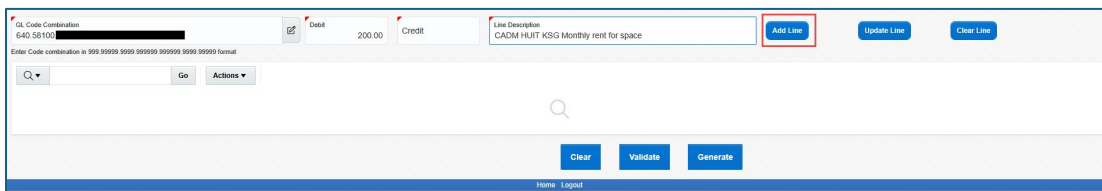
Go Actions

Clear Validate Generate

Home Logout

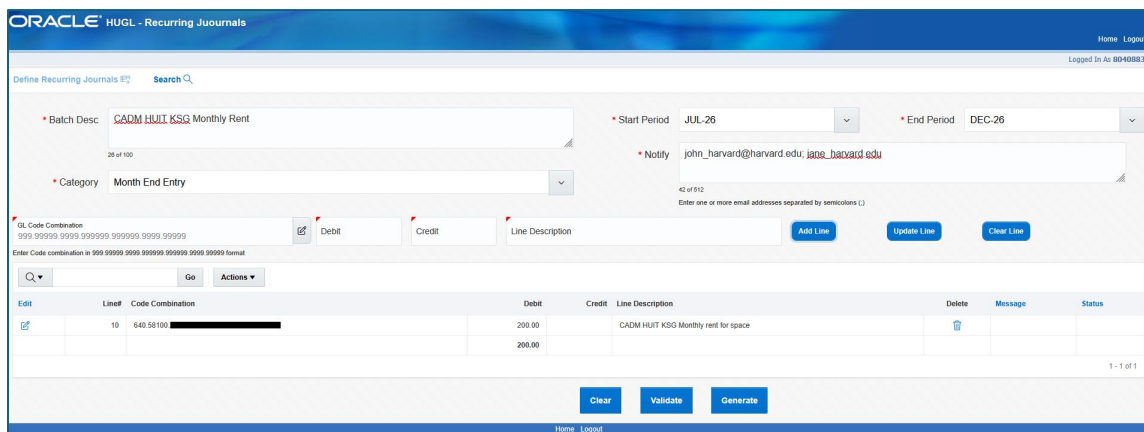
Field	Core Definition
Debit or Credit (Required)	Enter either a debit or credit dollar amount for the line of account coding input i A zero debit/credit amount can be used, but when the journal is created in the GL it can only be edited on the same day in which it was created.
Line Description (Required)	Enter the purpose of the journal line entry Character limit is 100

7. Once the line information is added, click **Add Line**, which is to the right of Line Description.



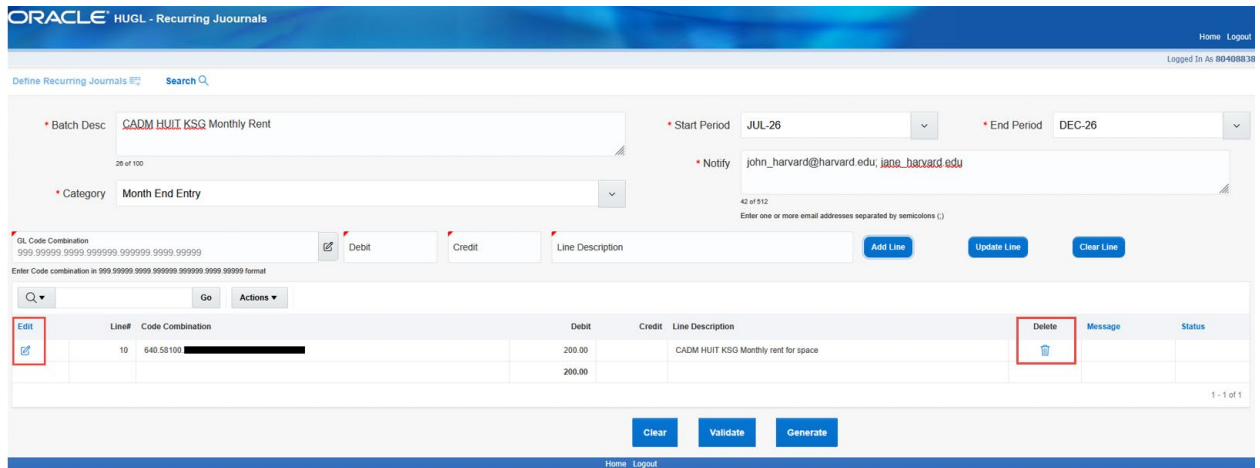
Button	Core Definition
Add Line	Adds the accounting line once the mandatory fields are entered The GL Code Combination, Debit or Credit and Line Description have been filled in
Update Line	Able to edit any field for the selected line previously created (<i>explained in more detail in the steps below</i>)
Clear Line	Click this button if it is desired to empty/clear the content in the GL Code Combination, Debit/Credit and Line Description.

8. The data will appear at the bottom of the form.



9. Continue entering all desired lines.

10. If any lines added below need adjustment, click on the **Edit** pencil icon to the left of the line.
Alternatively, users can **delete** the line by clicking on the trash can icon to the right of the line.

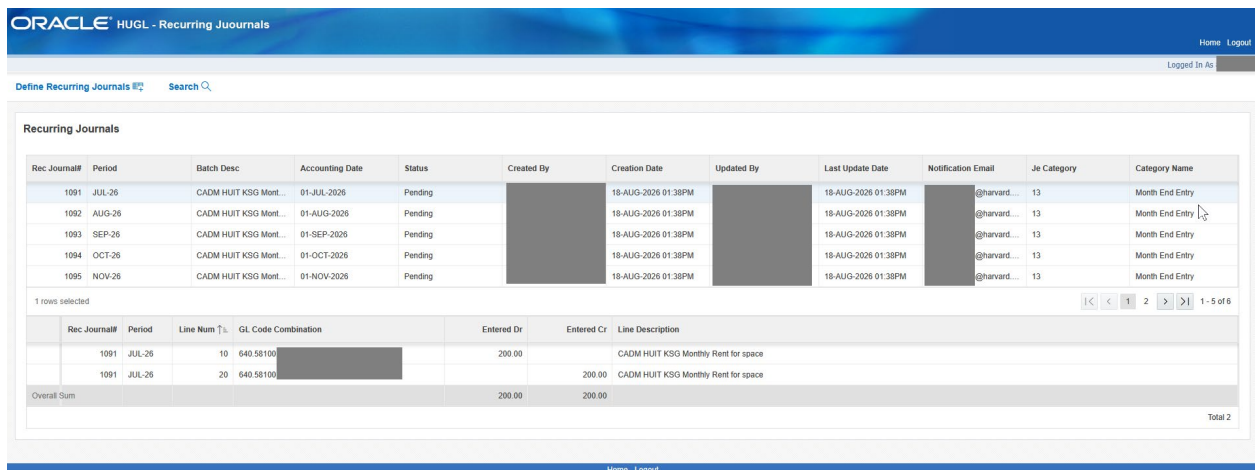


11. After the edit icon is clicked, the data appears in the fields above, as when the line was created.
Update the information. When complete, click **Update Line**



Button	Core Definition
Update Line	Able to edit any field for the selected line previously created

12. The update will show on the line below.
13. Once the lines are as desired, click **Validate** to check the coding and structure (optional, but helpful).
14. If all is set up correctly, click **Generate**
15. A new page will appear showing the recurring journals created.
If the status of the recurring journal is Pending it has not been created in the GL yet.



Rec Journal#	Period	Batch Desc	Accounting Date	Status	Created By	Creation Date	Updated By	Last Update Date	Notification Email	Je Category	Category Name
1091	JUL-26	CADM HUIT KSG Mont...	01-JUL-2026	Pending		18-AUG-2026 01:38PM		18-AUG-2026 01:38PM	@harvard...	13	Month End Entry
1092	AUG-26	CADM HUIT KSG Mont...	01-AUG-2026	Pending		18-AUG-2026 01:38PM		18-AUG-2026 01:38PM	@harvard...	13	Month End Entry
1093	SEP-26	CADM HUIT KSG Mont...	01-SEP-2026	Pending		18-AUG-2026 01:38PM		18-AUG-2026 01:38PM	@harvard...	13	Month End Entry
1094	OCT-26	CADM HUIT KSG Mont...	01-OCT-2026	Pending		18-AUG-2026 01:38PM		18-AUG-2026 01:38PM	@harvard...	13	Month End Entry
1095	NOV-26	CADM HUIT KSG Mont...	01-NOV-2026	Pending		18-AUG-2026 01:38PM		18-AUG-2026 01:38PM	@harvard...	13	Month End Entry

Rec Journal#	Period	Line Num	GL Code Combination	Entered Dr	Entered Cr	Line Description
1091	JUL-26	10	640 58100	200.00		CADM HUIT KSG Monthly Rent for space
1091	JUL-26	20	640 58100		200.00	CADM HUIT KSG Monthly Rent for space
Overall Sum				200.00	200.00	

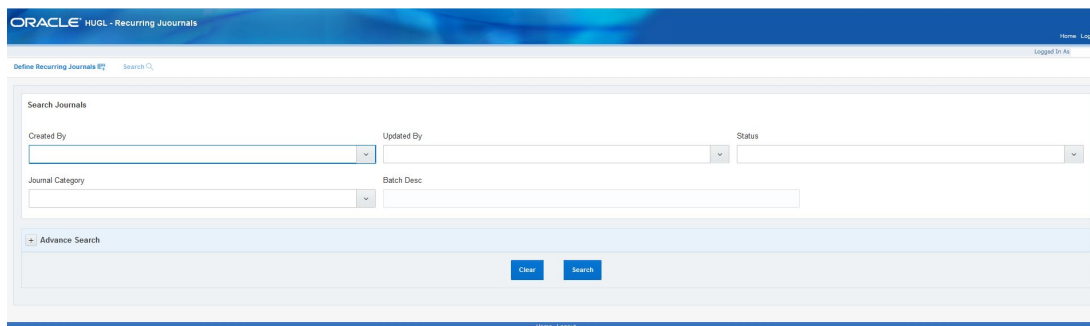
16. On this view, no adjustments can be made to the recurring journals.
See the next section, **Search**, for information about adjustments and reviewing.

Search

The Search tab allows users to review Recurring Journals created.

If the status is *Pending*, the user can also remove or adjust the recurring journal batch.

1. On the Search page, notice that all fields are optional.



2. For faster results, narrow down the search by populating fields.

A popular search is to type in the name of the user who entered the journal in the **Created By** field and click the **Search** button.

To remove data from the search fields, use the **Clear** button located in the lower middle of the form.

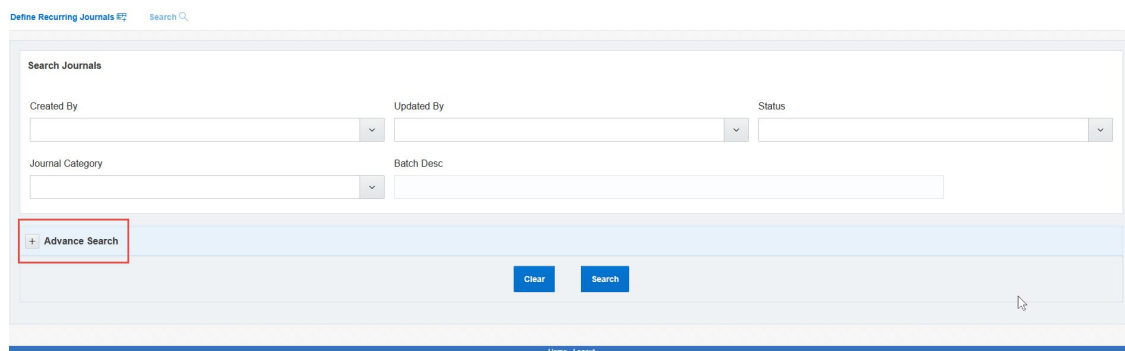
After results appear, to perform a new Search, click the **Search** tab

The search fields shown in the screenshot above are defined in the table below.

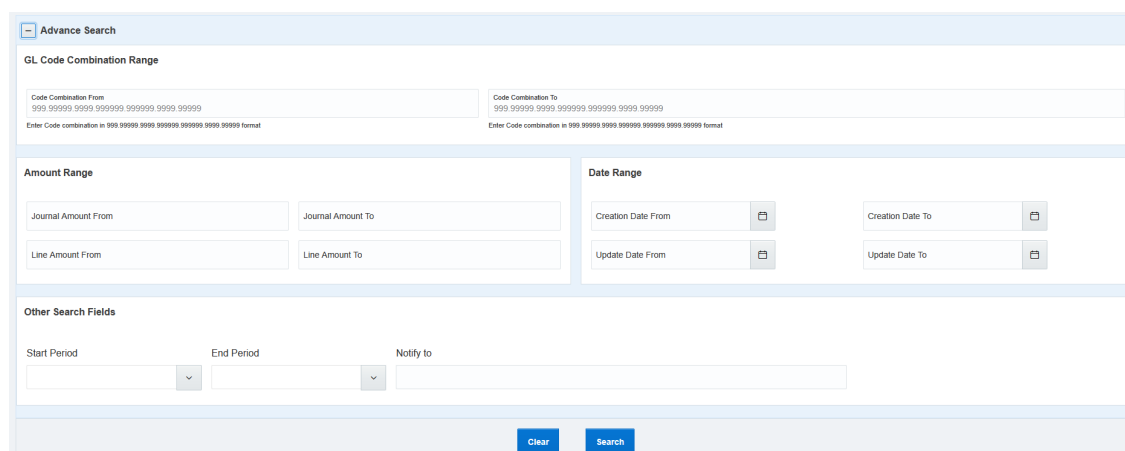
Field	Core Definition	Data
Created By	The user who started the recurring batch Dropdown list of values The list can be narrowed down by typing in the field	User's full name A users' HUID will not generate any results. More than one user can be added at a time.
Updated By	The user who last revised the recurring batch Dropdown list of values The list can be narrowed down by typing in the field	User's full name A users' HUID will not generate any results. More than one user can be added at a time.
Status	Current state of the recurring journals created Dropdown list of values The list can be narrowed down by typing in the field	Status choices: - Submitted - Pending - Invalid - Cancelled - Validated
Journal Category	Additional information about the recurring batch Dropdown list of values The list can be narrowed down by typing in the field	Most common fields are: - Adjustment - Allocation - Debit Memos - Internal Billings - Month-End Entry

Batch Desc	Batch description of the recurring journal	Enter key words Not case sensitive. Can use % as a wildcard, but it is not needed.
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3. If a wider range of searching is needed, click the plus **[+]** **Advance Search** button



Form with Advance Search expanded:

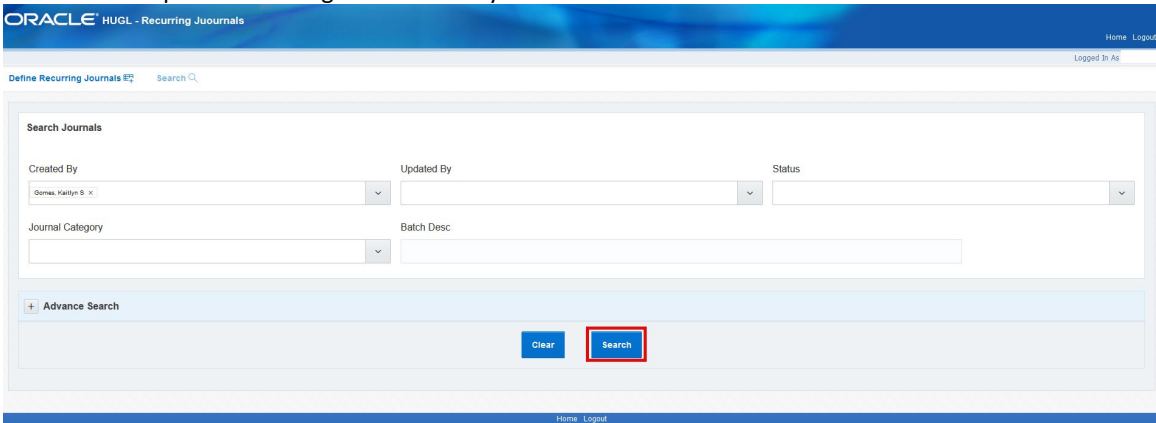


When the Advance Search is expanded, the following additional fields appear:

Section	Field	Core Definition
GL Code Combination Range	Code Combination From and To	The format to enter the account coding is: TUB.ORG.OBJ.FUND.ACT.SUBACT.ROOT The GL Account coding should be entered within the appropriate range of finding the journal
Amount Range	Journal Amount From and To	The total dollar amount of the recurring journal
	Line Amount From and To	The dollar amount range that is in the recurring journal
Date Range	Creation Date From and To	The date the recurring journal was first input
	Update Date From and To	The date the recurring journal was last updated

Section	Field	Core Definition
Other Search Fields	Start Period	Period in which the recurring journal begins
	End Period	Period in which the recurring journal stops
	Notify to	Enter key words Not case sensitive.

4. Click **Search** when the desired fields are filled out
This example shows using the Created By field.



ORACLE HUGL - Recurring Journals

Define Recurring Journals Search

Search Journals

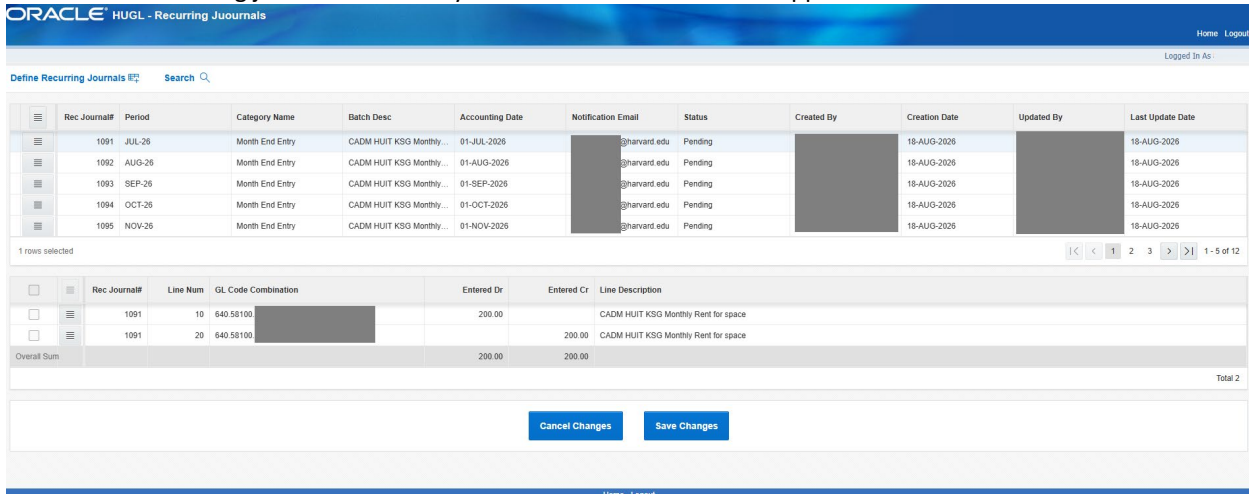
Created By: Gomes, Karlynn S. X Updated By: Status: Journal Category: Batch Desc:

+ Advance Search

Clear Search

Home Logout

5. The recurring journals Created By the associated user entered appears



ORACLE HUGL - Recurring Journals

Define Recurring Journals Search

Rec Journal#	Period	Category Name	Batch Desc	Accounting Date	Notification Email	Status	Created By	Creation Date	Updated By	Last Update Date
1091	JUL-26	Month End Entry	CADM HUIT KSG Monthly...	01-JUL-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
1092	AUG-26	Month End Entry	CADM HUIT KSG Monthly...	01-AUG-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
1093	SEP-26	Month End Entry	CADM HUIT KSG Monthly...	01-SEP-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
1094	OCT-26	Month End Entry	CADM HUIT KSG Monthly...	01-OCT-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
1095	NOV-26	Month End Entry	CADM HUIT KSG Monthly...	01-NOV-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026

1 rows selected

Rec Journal#	Line Num	GL Code Combination	Entered Dr	Entered Cr	Line Description
1091	10	640 58100	200.00		CADM HUIT KSG Monthly Rent for space
1091	20	640 58100		200.00	CADM HUIT KSG Monthly Rent for space
Overall Sum			200.00	200.00	

Total 2

Cancel Changes Save Changes

Home Logout

6. To perform a new Search, click the **Search** tab
To adjust any of the Pending batches found, continue with the next step.
7. For any recurring batch where the Status is equal to **Pending**, adjustments to the batch can be made.
To remove a recurring journal batch, click on the field to the left of the batch and **Remove Row**.

This is helpful for users who would like their recurring journals in only specific months, like quarterly.

This example demonstrates how to remove the OCT-26 entry.

Define Recurring Journals		Search				
	Rec Journal#	Period	Category Name	Batch Desc	Accounting Date	
	1091	JUL-26	Month End Entry	CADM HUIT KSG Monthly...	01-JUL-2026	
	1092	AUG-26	Month End Entry	CADM HUIT KSG Monthly...	01-AUG-2026	
	1093	SEP-26	Month End Entry	CADM HUIT KSG Monthly...	01-SEP-2026	
	1094	OCT-26	Month End Entry	CADM HUIT KSG Monthly...	01-OCT-2026	
	1095	NOV-26	Month End Entry	CADM HUIT KSG Monthly...	01-NOV-2026	

8. Click on **Delete Row**.

Define Recurring Journals		Search				
	Rec Journal#	Period	Category Name	Batch Desc	Accounting Date	
	1091	JUL-26	Month End Entry	CADM HUIT KSG Monthly...	01-JUL-2026	
	1092	AUG-26	Month End Entry	CADM HUIT KSG Monthly...	01-AUG-2026	
	1093	SEP-26	Month End Entry	CADM HUIT KSG Monthly...	01-SEP-2026	
	1094	OCT-26	Month End Entry	CADM HUIT KSG Monthly...	01-OCT-2026	
	1095	NOV-26	Month End Entry	CADM HUIT KSG Monthly...	01-NOV-2026	

Single Row View	V-26	Month End Entry	CADM HUIT KSG Monthly...	01-NOV-2026
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1	Delete Row
Refresh Row	
Revert Changes	

#	Line Num	GL Code Combination	Entered Dr	Entered Cr
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9. The entry now appears crossed out. Click on the appropriate button...

Save Changes to remove the entry

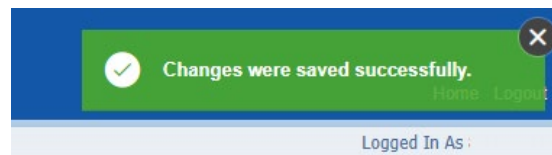
Cancel Changes to not remove the entry

ORACLE HUGL - Recurring Journals											
Define Recurring Journals Search											
Rec Journal#	Period	Category Name	Batch Desc	Accounting Date	Notification Email	Status	Created By	Creation Date	Updated By	Last Update Date	
1091	JUL-26	Month End Entry	CADM HUIT KSG Monthly...	01-JUL-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026	
1092	AUG-26	Month End Entry	CADM HUIT KSG Monthly...	01-AUG-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026	
1093	SEP-26	Month End Entry	CADM HUIT KSG Monthly...	01-SEP-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026	
1094	OCT-26	Month End Entry	CADM HUIT KSG Monthly...	01-OCT-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026	
1095	NOV-26	Month End Entry	CADM HUIT KSG Monthly...	01-NOV-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026	

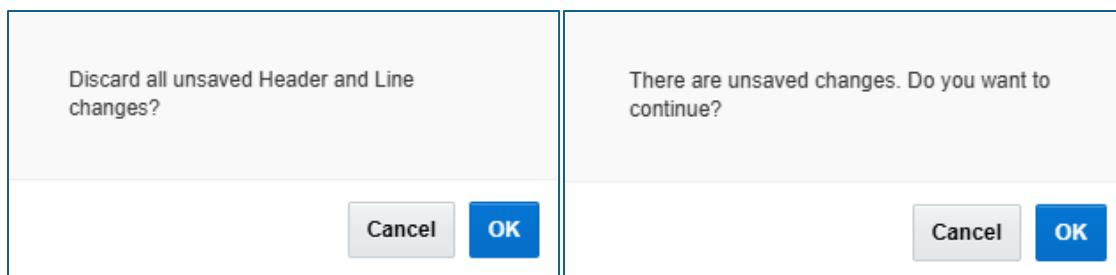
Rec Journal#	Line Num	GL Code Combination	Entered Dr	Entered Cr	Line Description
1091	10	640.58100	200.00		CADM HUIT KSG Monthly Rent for space
1091	20	640.58100		200.00	CADM HUIT KSG Monthly Rent for space
Overall Sum			200.00	200.00	

Cancel Changes
Save Changes

If **Save Changes** was chosen, the upper right hand top corner should inform that Changes were saved successfully.



If **Cancel Changes** was chosen, click OK on the pop ups:



The screen should have no changes, OCT-26 entry still is showing.

10. For any recurring batch where the Status is equal to **Pending**, adjustments to the lines can be made. To adjust the batch lines, click on the desired batch to adjust the lines.

In this example, the SEP-26 batch is selected.

Define Recurring Journals  Search 

	Rec Journal#	Period	Category Name	Batch Desc	Accounting Date	Notification Email	Status	Created By	Creation Date	Updated By	Last Update Date
	1091	JUL-26	Month End Entry	CADM HUIT KSG Monthly...	01-JUL-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
	1092	AUG-26	Month End Entry	CADM HUIT KSG Monthly...	01-AUG-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
	1093	SEP-26	Month End Entry	CADM HUIT KSG Monthly...	01-SEP-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
	1095	NOV-26	Month End Entry	CADM HUIT KSG Monthly...	01-NOV-2026	@harvard.edu	Pending		18-AUG-2026		18-AUG-2026
	1015	JUL-26	Adjustment	sdo testing the character...	01-JUL-2026	@harvard.edu	Submitted		12-AUG-2026		12-AUG-2026

1 rows selected

	Rec Journal#	Line Num	GL Code Combination	Entered Dr	Entered Cr	Line Description
	1093	10	640.58100	200.00		CADM HUIT KSG Monthly Rent for space
	1093	20	640.58100		200.00	CADM HUIT KSG Monthly Rent for space
Overall Sum				200.00	200.00	

Total 2

Cancel Changes Save Changes

11. With the batch selected, the fields in the lines can be adjusted. Fields available for change are Line Number, GL Code Combination, Entered Debit, Entered Credit, Line Description. In this example, the Entered Debit, Entered Credit, and a Line Description have been changed.

☐	☐	Rec Journal#	Line Num	GL Code Combination	Entered Dr	Entered Cr	Line Description
☐	☐	1093	10	640.58100	300.00		CADM HUIT KSG Monthly Rent for lots of space
☒	☒	1093	20	640.58100		300.00	CADM HUIT KSG Monthly Rent for space
Overall Sum					200.00	200.00	

1 rows selected

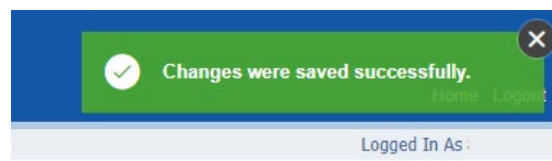
Amounts changed from 200 to 300 and line 10 line description was updated.

12. Click on the appropriate button...

Save Changes to remove the updates

Cancel Changes to not remove the updates

If **Save Changes** was chosen, the upper right hand top corner should inform that Changes were saved successfully.



If issues were found, the same box will notify the user of the problem. Correct the issue found and save changes again.

If **Cancel Changes** was chosen, click OK on the pop ups:

Discard all unsaved Header and Line changes?

Cancel OK

There are unsaved changes. Do you want to continue?

Cancel OK

13. At this point, the changes have been saved, and the user can exit the form using the Home or Logout button at the top right of the screen or Define a new recurring journal or start a new search by clicking on the appropriate tab.

Questions?

If you have any questions, please contact the HUIT Support Center at 617-495-7777, or via email at ithelp@harvard.edu.