

Define Recurring Journal

Purpose

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

Trigger

A journal entry needs to be created frequently with the same or similar information in it.

Prerequisites

The journal header and line information for the frequently occurring journal must be available. The user should understand how to create a journal in the General Ledger and have access to an Oracle Harvard GL responsibility (HRVD^GL^...).

Navigator Path

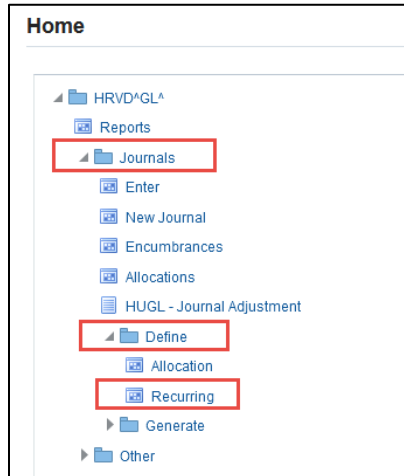
Journals > Define > Recurring

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Define a Recurring Journal Formula

1. **Log into Oracle** and using a HRVD^GL^... responsibility, select **Journals > Define > Recurring**



2. This will open the Define Recurring Journal Formula form:

The screenshot shows the 'Define Recurring Journal Formula' form for HARVARD UNIVERSITY. It is divided into two main sections: 'Recurring Batch' and 'Journal Entry'.
Recurring Batch Section:
 - Batch: (Yellow background)
 - Description: (White background)
 - Recurring Batch Type: Single Ledger (Dropdown menu)
 - Ledger: HARVARD UNIVERSITY (Yellow background)
 - Enable Security: [] (Checkbox)
 - Last Executed: Period and Date (Text boxes)
 - AutoCopy... (Button)
Journal Entry Section:
 - Journal: (White background)
 - Ledger: (White background)
 - Category: (White background)
 - Currency: (White background)
 - Conversion Type: (White background)
 - Effective Dates: From and To (Text boxes)
 - Lines (Button)
 - Generate (Button)

3. Complete the following fields in the **Recurring Batch** region to set up the batch header:
Batch (name) and Description

| Field | Required/Optional/Conditional (R/O/C) | Data |
|--------------------|---------------------------------------|--|
| Batch | Required | Add Tub and User initials and description Character limit is 30 Example: CADM KSG Test 1 |
| Description | Optional | Add a description of the batch Character limit is 60 before saving; 240 after saving |

i Fields with yellow backgrounds are required; white backgrounds are not required

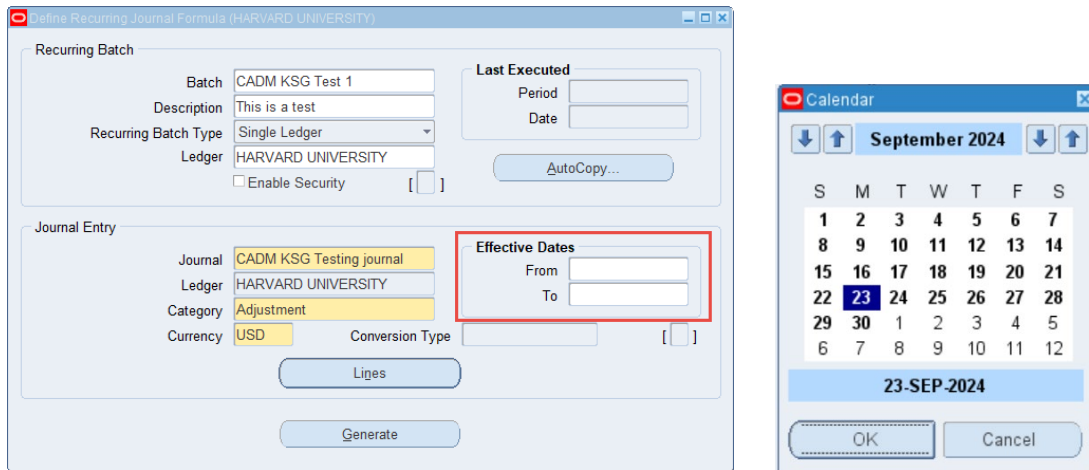
4. Complete the following fields in the **Journal Entry** region to set up the journal header:

| Field | R/O/C | Data |
|-----------------|----------|---|
| Journal | Required | Add Tub and User initials and description Character limit is 30 Example: CADM KSG Testing journal |
| Category | Required | Appropriate accounting category |

i When selecting **Category**, a list of values is available using the ... button:

- OPTIONAL:** If only using the recurring journal for a certain time period, fill out the Journal Entry **Effective Dates**. Select the **From** and **To** fields and click on the ... button, this will pop up a calendar to select a date. When effective dates are added to the recurring journal set up, the recurring journal can only be generated during these dates. Effective dates can be adjusted.

| Field | R/O/C | Data |
|-------|----------|--|
| From | Optional | First date that the journal may be generated |
| To | Optional | Last date that the journal may be generated |

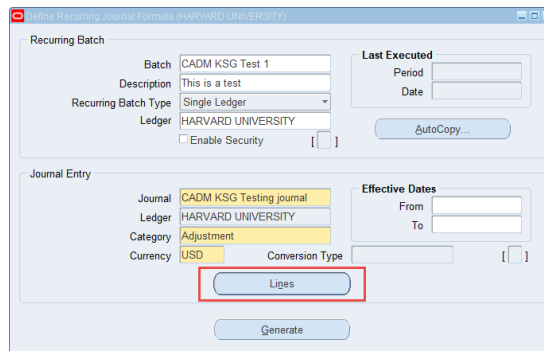


- Click **File > Save** (or yellow disk on the toolbar, or Ctrl-S) to save the recurring batch entered. The recurring batch header has been saved.

i Multiple Journal Entries can be created in a Recurring Batch by clicking on the green plus (New) on the toolbar or using the down arrow key while the cursor is on Journal Entry: Journal (name). The majority of users only create one journal with one batch.

Define Recurring Journal Formula Entry Lines

- Select the **Lines** button



- The **Journal Entry Lines** form will pop up

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

| Field | R/O/C | Data |
|-------------------------|----------|--|
| Line | Required | Line Number This field numbers the lines in the journal entry. Selecting a number other than 1 will allow the user to add a line in between if updating in the future. Typing in 10 in the Line field, gives the user the ability to add lines anywhere between 1-9. Use constant sequence for the next line, ie if the first entry line is 10 the next entry line will be 20, then 30... |
| Account | Required | Code combination to be used when the recurring journal is generated |
| Line Description | Optional | Description of the recurring journal entry line Example: This is a test |

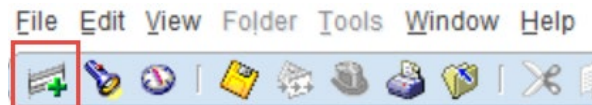
- At this point, the recurring journal does not include dollar amounts.
- Continue with the next step to enter a fixed dollar amount for each time the journal is generated.
- If the journal will have different dollar amounts each time it is used, skip the next step to continue without dollar amounts.

10. To add a dollar amount for the line, click in the lower section labeled "Formula".

Fill in:

| Field | R/O/C | Data |
|----------|-------------|---|
| Step | Conditional | Number of the step, use "1". |
| Operator | Conditional | Instruction to the system, use "Enter" (default). |
| Amount | Conditional | Add the dollar amount desired. Example below shows the set up for a journal line to have a \$10 debit. To use a credit amount, type a negative symbol, for example -20 for a \$20 credit. |

11. To start a new line, click the green plus (New) on the toolbar or arrow down on the keyboard to add another line to the journal. Continue to add/ fill in/saving as many lines as desired.



- The Page Up or page down on the keyboard may be used to move around to different lines.

12. When all lines have been input, click **File > Save** (Ctrl-S or the yellow disk on the toolbar). The system displays the message "Transaction complete: xx records applied and saved" on the bottom left of the screen.

13. At this point, the recurring journal template has been created and saved.

- This instruction is only about creating a journal template. Continue with **Generate a Recurring Journal** work instructions to generate a journal based on this template.

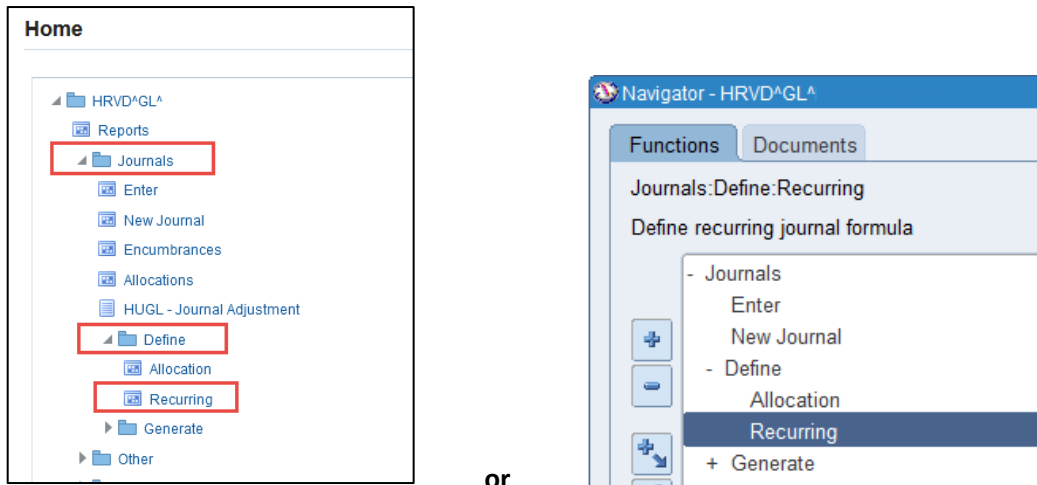
14. Select **File > Close Form** or the **x** in the upper right of the form(s) to exit.

Finding a Recurring Journal Formula

After defining a recurring journal batch, it can be reviewed or edited. This includes changing code combinations, dollar amounts, descriptions, adding and/or deleting lines.

Follow the steps below to locate a previously saved recurring journal batch for edit or review.

15. Select a HRVD^GL^... responsibility



16. Select **Journals > Define > Recurring**

This will open the Define Recurring Journal Formula form:

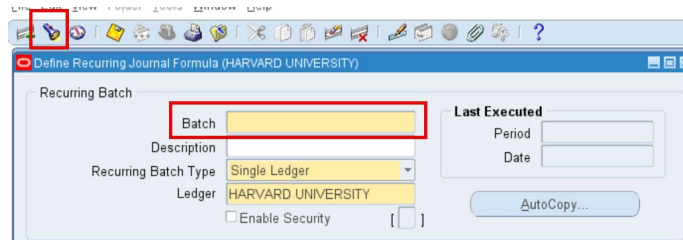
i Please be mindful of other users' recurring journals and refrain from editing them

17. There are multiple methods to find an existing recurring batch. Each one is explained in the steps below.

- [Tool Bar](#)
- [Keyboard](#)
- [Menu Bar](#)

18. Tool Bar

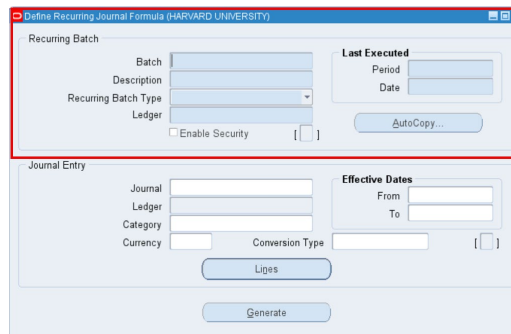
- Select the Batch field and click on the Flashlight icon above



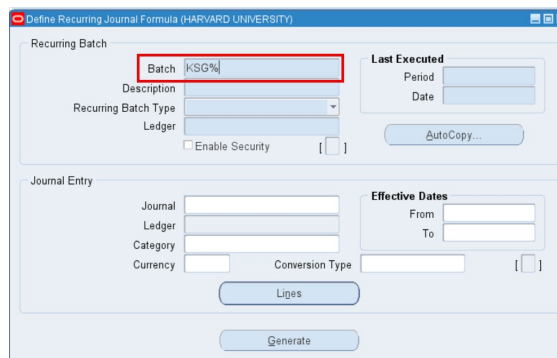
- This will generate a list of recurring batches
- Select the journal batch desired

19. Keyboard

- Place the cursor in the Batch (Name) field, use shortcut key **F11** to entry query mode



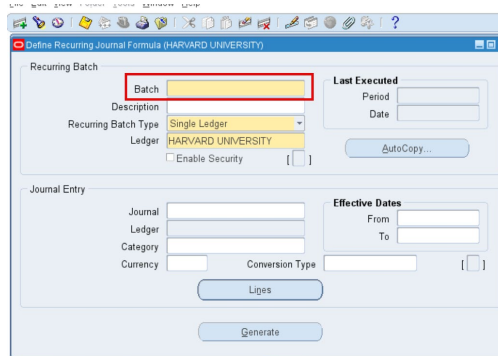
- Add search criteria to the form (% = wildcard) and select **Ctrl + F11** to run the search



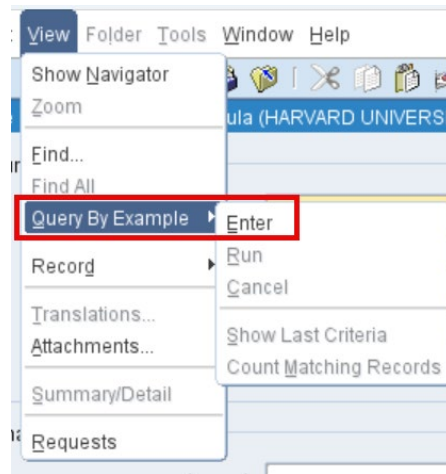
- If there are multiple results, page down or down arrow on the keyboard to review.

20. Menu Bar

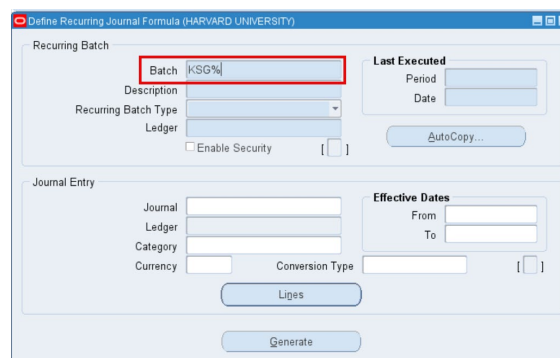
- Select the **Batch** field



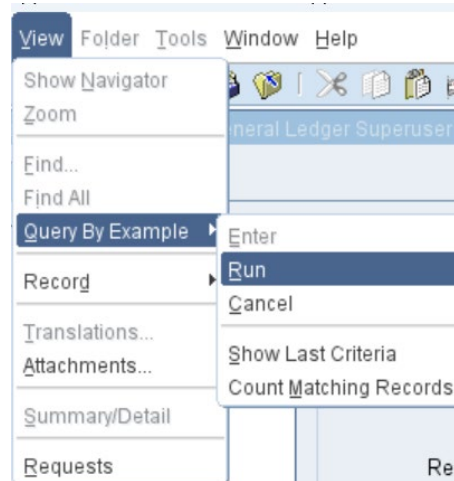
- Click **View > Query by Example > Enter** to enter query mode



- Add search criteria information relevant to the batch name to the form (% = wildcard) If
 - Example used in screenshot below: KSG%



- Select **View > Query by Example > Run** to execute the query



- This will bring up the first batch which meets the criteria entered
- To view more batches that meet the same criteria, click the down arrow or the page down key on the keyboard

21. At this point, the recurring journal batch formula is found and can be edited as desired using the information previously given in this work instruction.

At any time, if a change is made accidentally, exit without saving the recurring journal form and start again

22. Select **File > Close Form** or the **x** in the upper right of the form(s) to exit.

Questions?

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