

Generate Recurring Journal

Purpose

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

Trigger

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

Prerequisites

The recurring journal template has been previously defined in the General Ledger (GL).
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

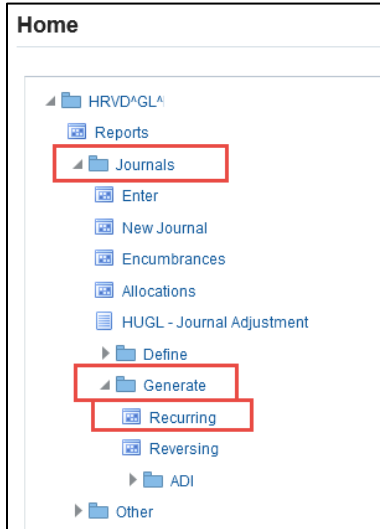
Journals > Generate > Recurring

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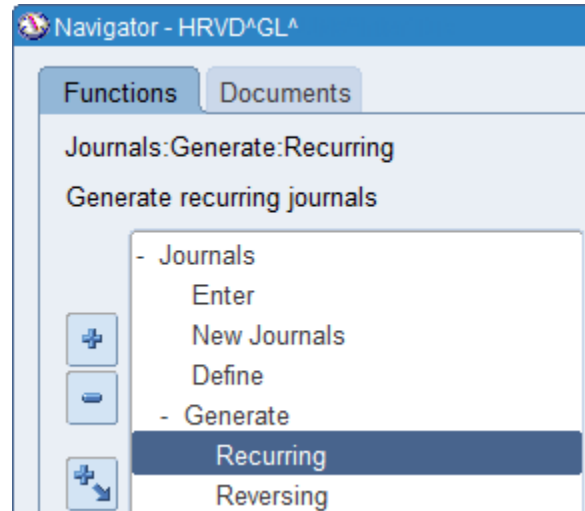
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Generate Recurring Journal

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



or



2. This will open the Generate Recurring Journal screen:

Period	Budget	Recurring Batch	Period	Date	Last Run	Request ID
<input type="checkbox"/>		CADM DMK 5-4187 LCK TO R	APR-23	04-MAY-2023		
<input type="checkbox"/>		CADM KSG Test 1				
<input type="checkbox"/>		CADM MELO CM	FEB-23	06-MAR-2023		
<input type="checkbox"/>		CADM MELO CM 150-155 Prr	SEP-23	01-OCT-2023		
<input type="checkbox"/>		CADM MELO CM 215 YE Int E	JUN-23	30-JUN-2023		
<input type="checkbox"/>		CADM MELO CM 235 YE Int E	JUN-23	30-JUN-2023		
<input type="checkbox"/>		CADM MELO CM 245 Int Expe	JUN-23	30-JUN-2023		
<input type="checkbox"/>		CADM MELO CM 255 YE Int E	JUN-23	30-JUN-2023		

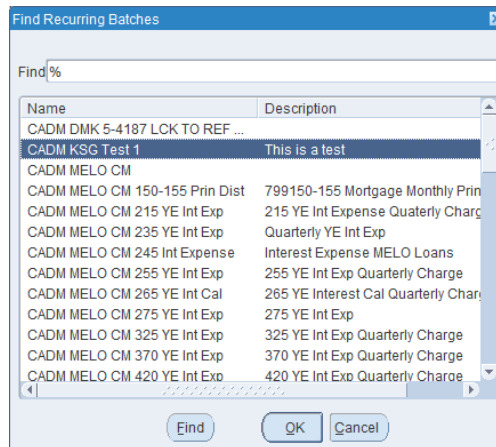
3. Find the recurring batch which needs to be generated by performing a search. There are multiple methods to find the existing recurring batch to generate. Each one is explained in the steps below.
 - [Tool bar](#)
 - [Keyboard](#)
 - [Menu bar](#)

4. Tool Bar

- On the Tool bar, select the **Flashlight icon** in the menu bar

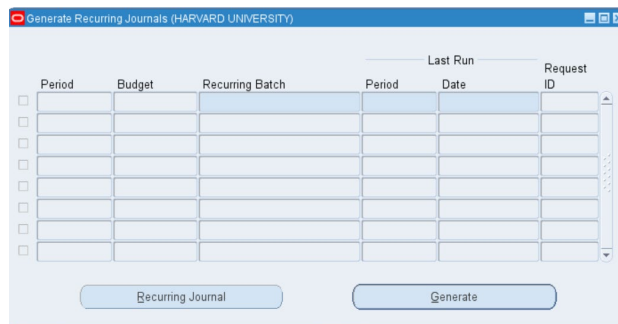


- This will generate a list of recurring journals.
- Select the journal batch desired.

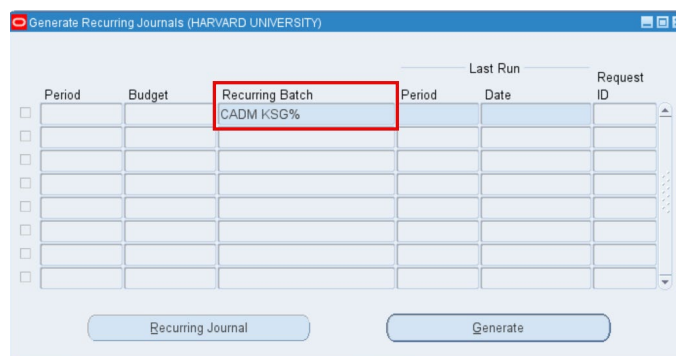


5. Keyboard

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

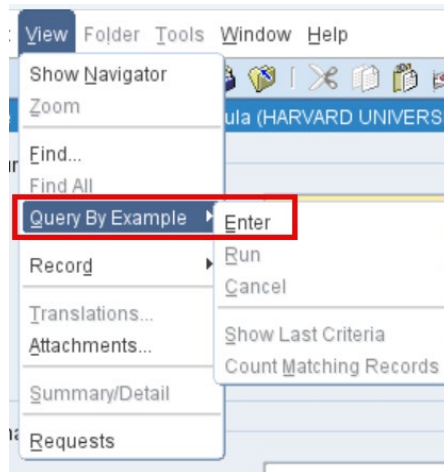


- Add search criteria to the form (% = wildcard) and select **Ctrl + F11** to run the search

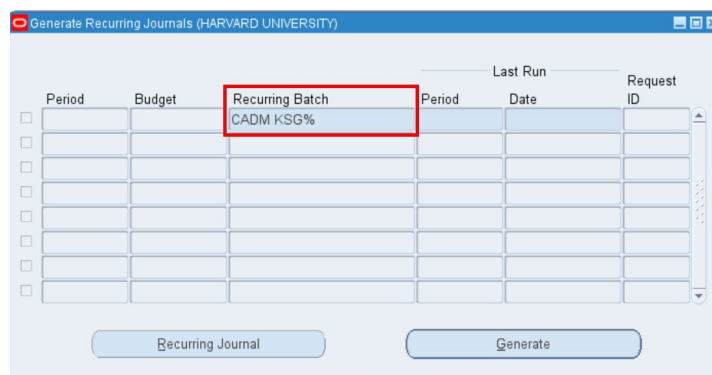


6. Menu Bar

- On the Menu bar, click **View > Query by Example > Enter** to enter query mode

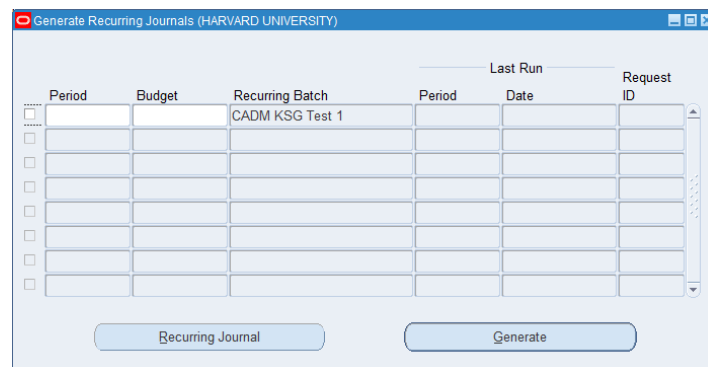


- Add search criteria relevant to the batch name to the form (% = wildcard)
 - Example used in screenshot below: CADM KSG%

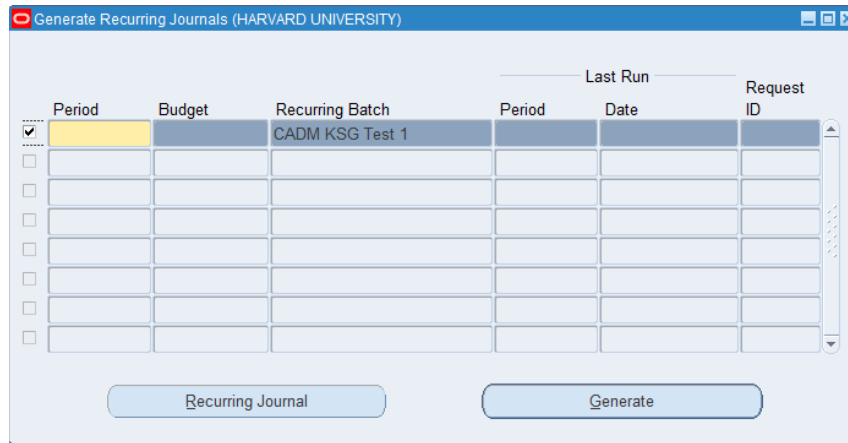


- On the Menu bar, click **View > Query by Example > Run** to run the query

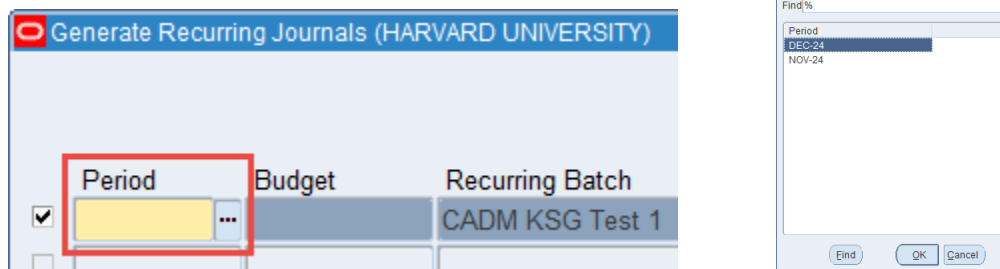
7. Matches to the query will display on the screen



8. Click on the **checkbox** on the line of the batch to generate

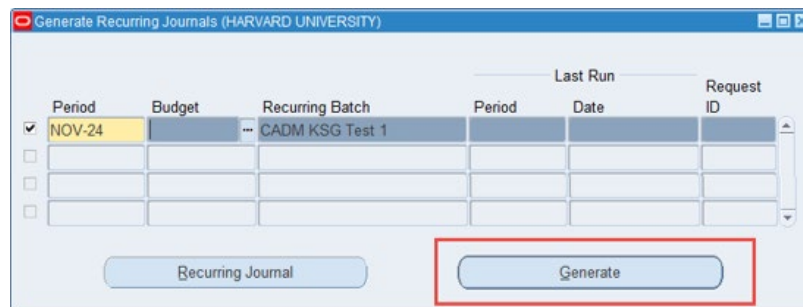


9. Click in the **Period** field
Use the list of values button (...) to choose the accounting period



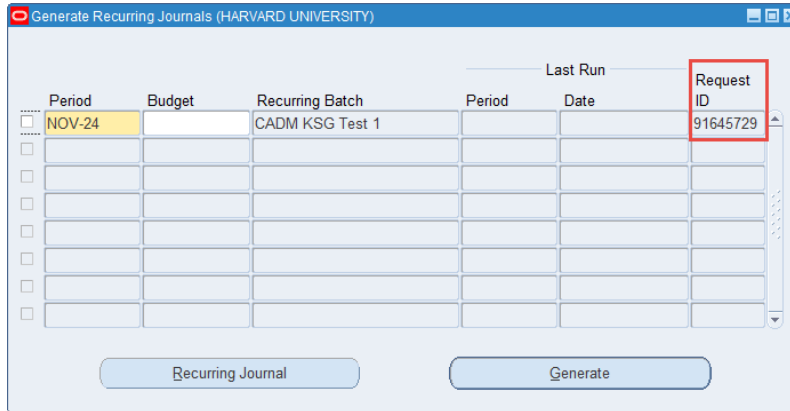
Field	Required/Optional/Conditional	Data
Period	Required	Accounting period for the new unposted recurring journal.

10. After the period field is filled in, click **Generate**



- i** A new journal batch will be generated each time the Generate button is click.
- i** To remove a journal batch review the [Delete an Unposted Journal](#) instructions

- The Request ID field will now have a number in it.



	Period	Budget	Recurring Batch	Last Run		Request ID
				Period	Date	
<input type="checkbox"/>	NOV-24		CADM KSG Test 1			91645729
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

- Note that when the recurring batch has never been run, the “Last Run” data is empty
- A recurring journal batch Request ID number can be used to see if the job of generating the recurring journal batch was successful. Click View > Requests > All My Requests & Find on the Menu bar to see the “Recurring Journal Entry” job. Below is an example of the output file:

```

Recurring Journals Execution Report
-----
Username:                               Date: 13-NOV-24 11:14
Request ID: 91645729                     Page: 1
Recurring Journal Batch Name : CADM KSG Test 1   Period: NOV-24
Recurring Batch Type: Single Recurring Batch

-----
Error Code   Journal Batch Name   Recurring Journal Name   Ledger           Created
-----
No Error     CADM KSG Test 1: 13-NOV-24 11:14  CADM KSG Testing Journal  HARVARD UNIVERSITY  Yes

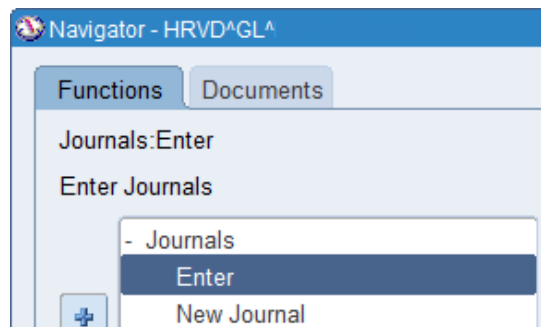
-----
Data Access Set Error Codes
-----
EA01 You do not have write access to all of the lines in this formula.
EA02 The balancing segment value specified is not assigned to this ledger.
WA01 You do not have read access to all of the calculation lines in this formula.

***** End of Report *****
    
```

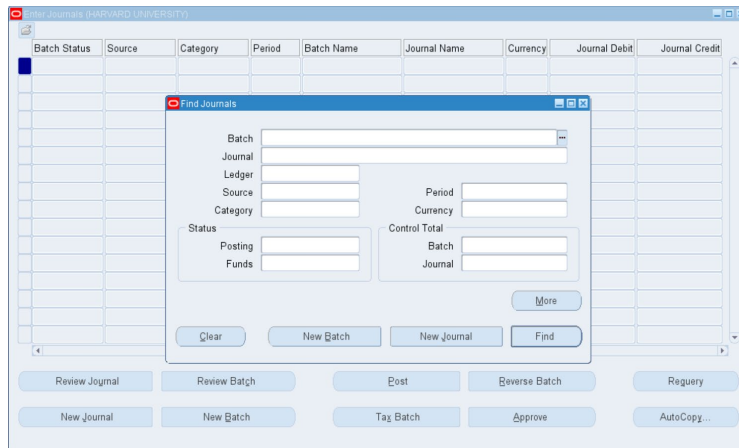
- At this point, the Recurring journal been created. Select File > Close Form or the x in the upper right of the form to close the Generate Recurring Journal form.

Find the Recurring Journal Generated

- To find the generated journal, select **Journals> Enter**



- Narrow down the search by entering known information in the Find Journals form



- Suggested fields include:
 - **Batch (Name):**
 - Use the Recurring Batch Name with a % sign at the end
 - The example in this work instruction would use CADM KSG Test%
 - **Period:**
 - Use the period that was chosen earlier while generating
 - **Posting:**
 - Unposted
 - **Source:**
 - Recurring
- If the journal cannot be found, click View > Requests > All My Requests & Find on the Menu bar to see the “Recurring Journal Entry” > View Output to see the exact batch name. Example of output below:

```

Recurring Journals Execution Report
Username:
Request ID: 91645729          Period: NOV-24
Recurring Journal Batch Name : CADM KSG Test 1
Recurring Batch Type: Single Recurring Batch

-----
Error Code   Journal Batch Name   Recurring Journal Name   Le
-----
No Error    CADM KSG Test 1: 13-NOV-24 11:14  CADM KSG Testing Journal   HA
    
```

- If the output has an error or warning, review the output. If assistance is needed, please send an email attaching the output to ithelp@harvard.edu mentioning Oracle GL.
- i** Please be mindful of other users’ recurring journals and refrain from editing them

12. A list of unposted journals will appear. Once the desired batch is located, select the line and click **Review Journal** to edit as usual

13. **Update/** edit lines as needed. Remember to save when complete.

14. **OPTIONAL:** After adding the additional lines, Select the journal header descriptive flexfield [.] under the Conversion section. Type in your name and email address as a reference for others in the Created By and Created By Email Address, then click OK

- The recurring journal has been generated and reviewed. 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.