GL.020.006 - DEFINING STANDARD JOURNAL ENTRIES - RECURRING

Purpose	• To identify the purpose of a Standard Journal Entry. • To describe the use of recurring standard journal entries. • To identify examples of recurring standard journal entries. • To define recurring standard journal entries.
Description	This topic demonstrates how to define Recurring Standard Journal Entries. Standard Journal Entries enable users to automate entry of similar or identical journals. Before users create a standard journal entry, users must define the standard journal. For more information, refer to business process GL.020.017 - Creating a Standard Journal Entry. Recurring standard journal entries are used for repetitive transactions that use the same accounting information and amounts. Monthly rent, automobile lease payments, and amortization expenses are examples of recurring items for which users might charge constant amounts to the same ChartField combinations each period.
Security Role	BOR_GL_JOURNAL_ENTRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to define a recurring standard journal.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **General Ledger** link.
4.	Click the **Journals** link.
5.	Click the **Standard Journals** link.
6.	Click the **Define Standard Journals** link.
7.	Click the **Add a New Value** tab.
8.	Enter a journal name in the **Standard Journal** field.
9.	Click the **Add** button. The system navigates to the Define Standard Journals page.
10.	Enter a Description in the first **Description** field.
11.	Enter a Description in the second **Description** field.
12.	Enter a Journal ID or click the magnifying glass icon in the **Journal ID** field.
13.	Enter a Journal Date or click the magnifying glass icon in the **Journal Date** field.
14.	Click in the **Schedule** drop down menu.
15.	Select a Schedule frequency.
16.	Enter a From Date in the **From Date** field.
17.	Enter a To Date in the **To Date** field.
18.	Click the **Save** button.