GL.010.020 - ADDING A SCHEDULE

Purpose	• To identify what schedules do. • To identify what types of schedules can be created. • To add a schedule.
Description	Recurring journal entries require processing schedules. Users can create schedules that automate and control standard or reoccurring journal entry generation. Users can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules. Alternatively, users can schedule specific user-defined events, such as expense report due dates, when an event will take place. User-defined schedules enable users to specify particular dates and times.
Security Role	BOR_GL_PROCESSING
Dependencies/ Constraints	None
Additional Information:	If users specify a day of the month for monthly schedules, use the Day of the Month edit box to enter any day up to and including Day 28. Use the Last Day of Month check box to specify the absolute last day of the month, whether it is Day 28, 29, 30 or 31.

Procedure

Below are step-by-step instructions on how to add a schedule to post journals on a particular day of the week, every week.

Step	Action
1.	Click the **NavBar** link.
2.	Click the **Navigator** link.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Calendars/Schedules** link.
6.	Click the **Schedules** link.
7.	Click the **Add a New Value** tab.
8.	Enter a Schedule ID in the **Schedule ID** field.
9.	Click the **Add** button.
10.	Enter a short Description in the **Description** field.
11.	Enter a long Description in the **Description** field.
12.	The **Frequency** field specifies how often the event recurs. Click the **Frequency** dropdown button to activate the menu.
13.	Select a Frequency.
14.	Click the **Day of the Week** dropdown button to activate the menu. Select a Day of the Week
15.	Click the **Save** button.