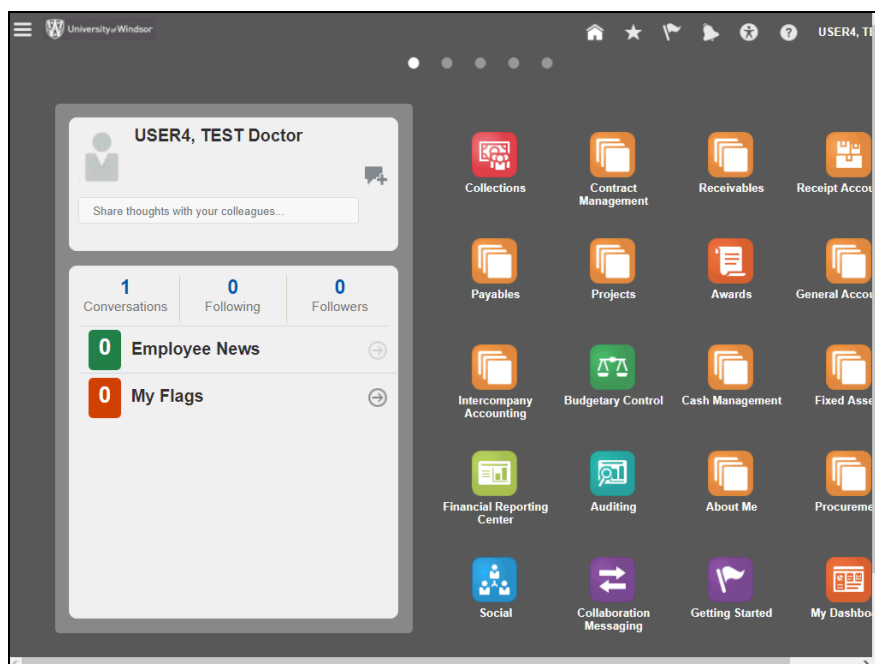


GL 03: Create a reoccurring journal entry
Created on 2/27/2018

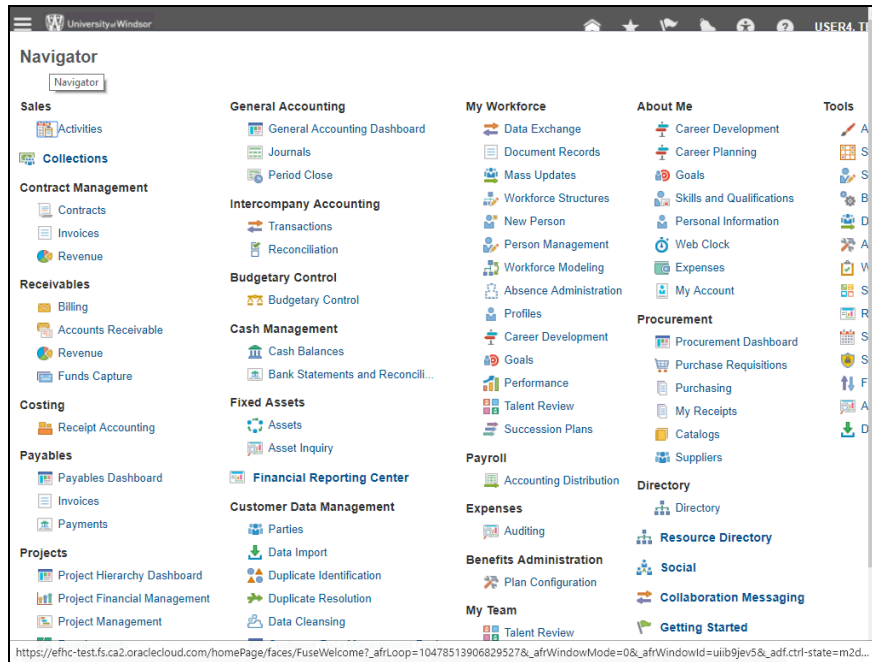
GL 03: Create a reoccurring journal entry

Procedure

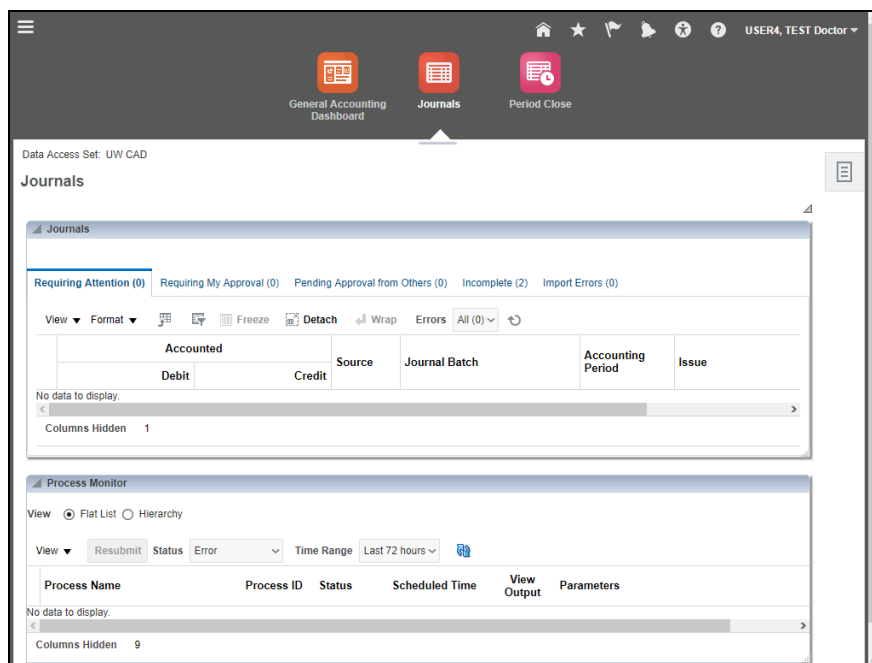
This User Guide outlines the steps required to create a reoccurring journal entry.



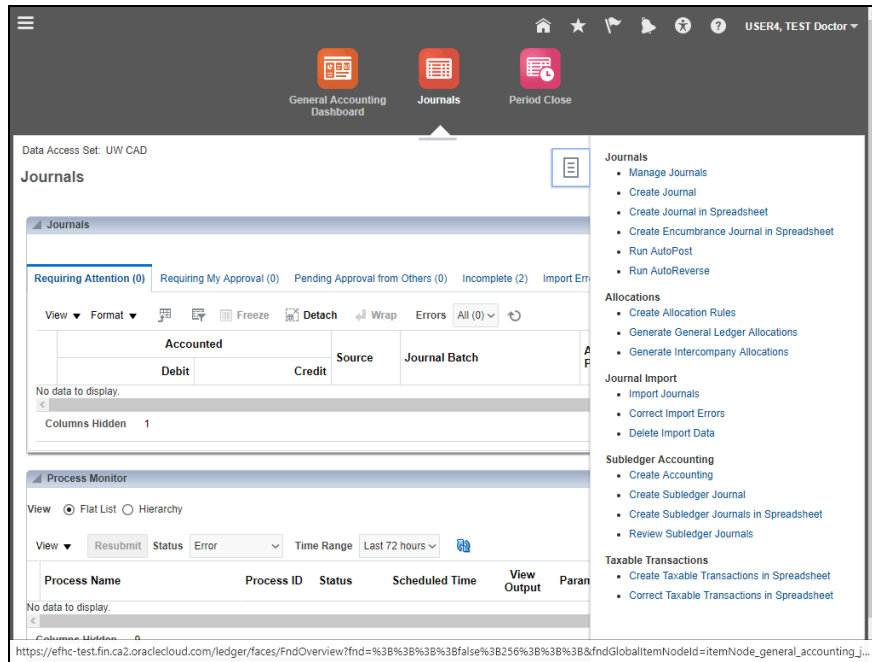
Step	Action
1.	Click the Navigator button. 



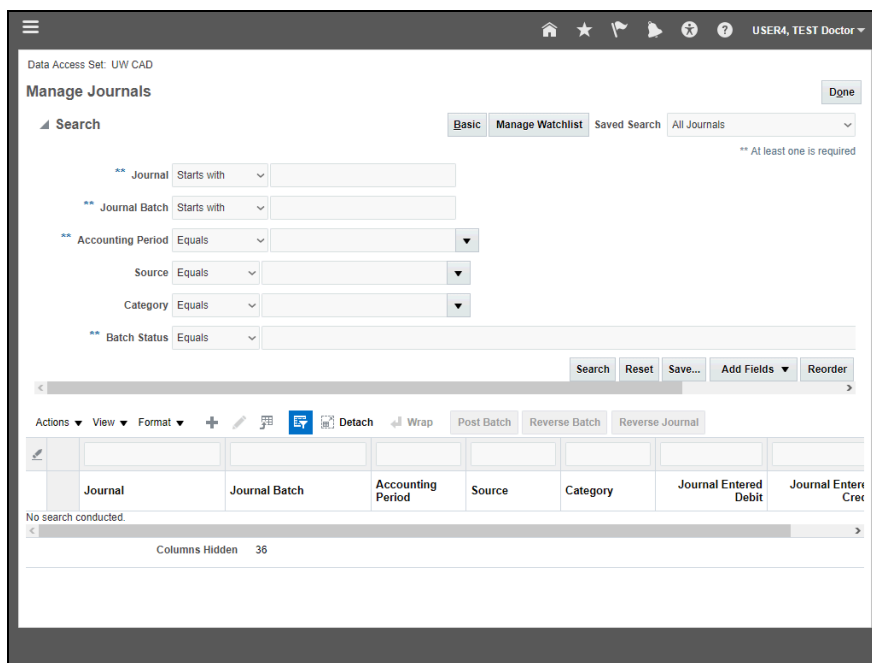
Step	Action
2.	Click the Journals link. Journals



Step	Action
3.	Click the Go to Task menu. 



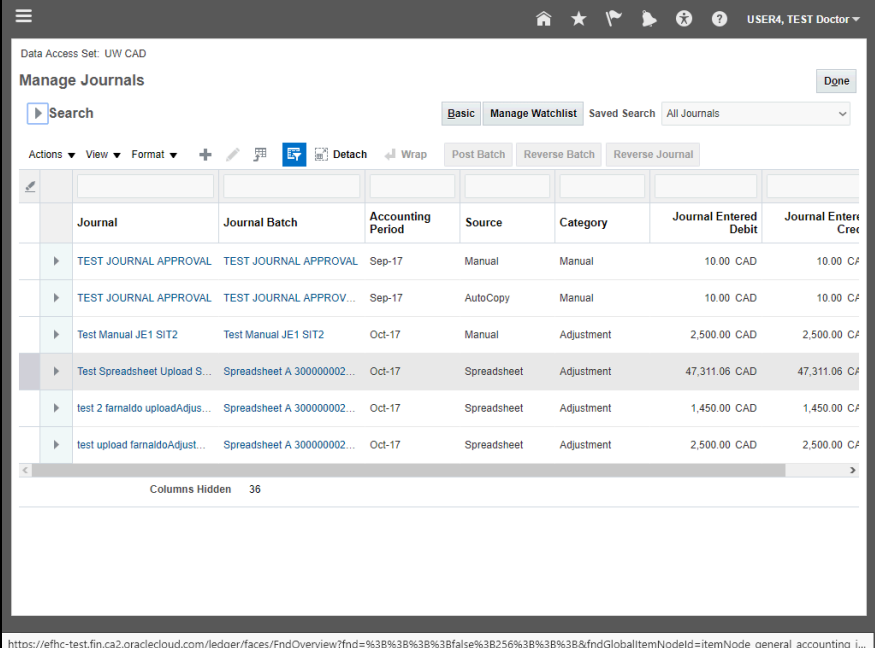
Step	Action
4.	Click the Manage Journals link. Manage Journals



Step	Action
5.	Journal Naming Convention: Quickly and easily search for your journal entries - start your journal entry name with your UWInID (e.g., jgritke), followed by a date (MM/DD/YYYY) or other description that would be simple to search. Enter the journal name into the Journal field.

Step	Action
6.	Change Category to your department. The format is UW <department> .

Step	Action
7.	Click the Search button.



Manage Journals

Search

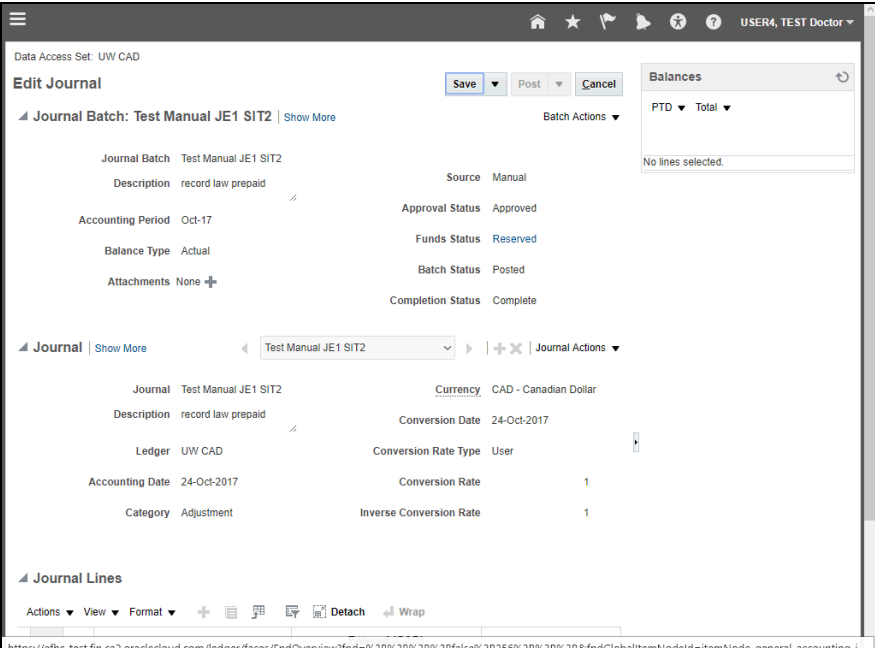
Basic Manage Watchlist Saved Search All Journals

Actions View Format + Detach Wrap Post Batch Reverse Batch Reverse Journal

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit
TEST JOURNAL APPROVAL	TEST JOURNAL APPROVAL	Sep-17	Manual	Manual	10.00 CAD	10.00 C\$
TEST JOURNAL APPROVAL	TEST JOURNAL APPROV...	Sep-17	AutoCopy	Manual	10.00 CAD	10.00 C\$
Test Manual JE1 SIT2	Test Manual JE1 SIT2	Oct-17	Manual	Adjustment	2,500.00 CAD	2,500.00 C\$
Test Spreadsheet Upload S...	Spreadsheet A 300000002...	Oct-17	Spreadsheet	Adjustment	47,311.06 CAD	47,311.06 C\$
test 2 farnaldo uploadAdjus...	Spreadsheet A 300000002...	Oct-17	Spreadsheet	Adjustment	1,450.00 CAD	1,450.00 C\$
test upload farnaldoAdjus...	Spreadsheet A 300000002...	Oct-17	Spreadsheet	Adjustment	2,500.00 CAD	2,500.00 C\$

Columns Hidden 36

Step	Action
8.	Click the appropriate Journal .



Edit Journal

Save Post Cancel

Journal Batch: Test Manual JE1 SIT2 | Show More

Batch Actions

Journal Batch Test Manual JE1 SIT2

Description record law prepaid

Source Manual

Accounting Period Oct-17

Approval Status Approved

Balance Type Actual

Funds Status Reserved

Attachments None

Batch Status Posted

Completion Status Complete

Journal | Show More

Test Manual JE1 SIT2

Journal Actions

Journal Test Manual JE1 SIT2

Currency CAD - Canadian Dollar

Description record law prepaid

Conversion Date 24-Oct-2017

Ledger UW CAD

Conversion Rate Type User

Accounting Date 24-Oct-2017

Conversion Rate 1

Category Adjustment

Inverse Conversion Rate 1

Journal Lines

Actions View Format + Detach Wrap

Step	Action
9.	Click the Batch Actions drop-down button. Select the Copy option from the drop-down list.

The screenshot shows the 'Edit Journal' interface with a 'Create Journal' modal window. The modal contains the following fields:

- Journal Batch:** Test Manual JE1 SIT2 30-N
- Accounting Period:** Nov-17 (dropdown menu is open, showing options like Nov-17, Dec-17, etc.)
- Accounting Date:** 30-Nov-2017

Buttons for 'OK' and 'Cancel' are at the bottom of the modal. The background shows journal details like 'Journal Batch: Test Manual JE1 SIT2', 'Description: record law prepaid', and 'Accounting Period: Oct-17'.

Step	Action
10.	Click the Accounting Period drop-down button. Select the Accounting Period from the drop-down.

This screenshot is similar to the previous one, but the 'Accounting Period' dropdown is now closed, and the 'OK' button in the 'Create Journal' modal is highlighted with a blue border, indicating it is the next step in the process.

Step	Action
11.	Click the OK button.

Step	Action
12.	Click the Save button.

Step	Action
13.	Click the Complete button.

The screenshot shows the 'Edit Journal' interface. At the top, there are buttons for 'Save', 'Post', and 'Cancel'. Below these, the 'Journal Batch' is 'Test Manual JE1 SIT2 30-NOV-2017 04:16:07'. The 'Description' is 'record law prepaid'. The 'Accounting Period' is 'Dec-17'. The 'Balance Type' is 'Actual'. The 'Attachments' are 'None'. The 'Journal' section shows 'Test Manual JE1 SIT2' with a 'Currency' of 'CAD - Canadian Dollar'. The 'Conversion Date' is '01-Dec-2017' and the 'Conversion Rate' is '1'. The 'Journal Lines' section is at the bottom.

Step	Action
14.	Click the Post button. 

Step	Action
15.	End of Procedure.