

## GL.010.020 - ADDING A SCHEDULE

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To add a schedule.</li> <li>To identify what schedules do.</li> <li>To identify what types of schedules can be created.</li> </ul>
<b>Description</b>	<p>Recurring journal entries require processing schedules. Users can create schedules that automate and control standard or reoccurring journal entry generation.</p> <p>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.</p>
<b>Security Role</b>	<b>BOR_GL_PROCESSING</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information:</b>	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.

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