

GL.020.007 - DEFINING STANDARD JOURNAL ENTRIES – TEMPLATE

Purpose	<ul style="list-style-type: none"> • To identify the purpose of a Standard Journal Entry. • To describe the use of template standard journal entries. • To identify examples of template standard journal entries. • To define a template standard journal entry.
Description	<p>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.</p> <p>Template standard journal entries are used for regular, periodic transactions that users charge to the same chartfield combinations using varying amounts. Monthly payroll, utility, and telephone expenses are some examples of template standard journal entries. Users can schedule regular, recurring postings for standard journals, such as weekly postings, or schedule postings for selected dates.</p> <p>Users can schedule journal entries automatically on predetermined dates using template standard journal entries. Examples include bonus payments and accrued interest. Users can also create template standard journal entries for known chartfield combinations without specific dates or schedules.</p> <p>Users can set up schedules that determine when standard journal entries post and can enter recurring schedules, such as weekly closings, or individual dates and times to help pinpoint specific events. After defining a standard journal, users can then create a standard journal entry.</p>
Security Role	BOR_GL_JOURNAL_ENTRY
Dependencies/ Constraints	None

Additional Information	None
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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.
10.	Enter Description in the first Description field.
11.	Enter Description in the second Description field.
12.	Click in the SJE Type drop down menu. Template to be Completed should be selected.
13.	Enter a Journal ID or click the spyglass icon in the Journal ID field.
14.	Enter a Journal Date or click the magnifying glass icon in the Journal Date field.
15.	Click in the Schedule drop down menu.
16.	Select a Schedule frequency.
17.	Enter a From Date in the From Date field.
18.	Enter a To Date in the To Date field.
19.	Click the Save button.