

GL.020.017 - CREATING A STANDARD JOURNAL ENTRY

Purpose	<ul style="list-style-type: none"> • To define Standard Journal Entry. • To identify what must be completed before creating a Standard Journal Entry. • To describe the purpose of Recurring Standard Journal Entries. • To describe the purpose of Template Standard Journal Entries. • To create a Standard Journal Entry.
Description	<p>Standard Journal Entries enable users to automate entry of similar or identical journals. Before users can create a standard journal entry, the standard journal must be defined. For more information, refer to business processes GL.020.006 Define Standard Journal Entries – Recurring, and GL.020.007 Define Standard Journal Entries – Template.</p> <p>After defining a standard journal, users can create a standard journal entry. To review the status of a standard journal entry, refer to business process GL.060.009 Reviewing Standard Journals.</p> <p>Recurring Standard Journal Entries are used for repetitive transactions that use the same accounting information and amounts. Template standard journal entries are used for regular, periodic transactions that users charge to the same chartfield combination using varying amounts.</p>
Security Role	BOR_GL_JOURNAL_ENTRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create a Standard Journal Entry.

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 Create Standard Journals link.
7.	Click the Add a New Value tab.
8.	Enter a Run Control ID in the Run Control ID field.
9.	Click the Add button.
10.	Click the Process Frequency drop down menu.
11.	Click the Always list item.
12.	Enter a Unit in the Unit field.
13.	Click the From SJE magnifying icon.
14.	Click an entry in the Standard Journal column.
15.	Enter a description in the Description field.
16.	Click the Save button.
17.	Click the Run button.
18.	Click the OK button.
19.	Click the Process Monitor link.
20.	Click the Refresh button until the Run Status says Success.