Defining a Recurring GL Journal

Define recurring journal formulas for transactions that you repeat every accounting period, such as accruals, depreciation charges, and allocations.

You can use recurring journals to create three types of journal entries:

- **Skeleton Journal Entries:** Skeleton entries affect the same accounts each period, but have different posting amounts. After you generate skeleton journal entries, you can edit the unposted journal batch using the Enter Journals form and enter the journal line amounts.

  Skeleton journal entries are useful with statistical information whenever you want to record journals for actual transactions based on statistical amounts, such as headcount, units sold, inflation rates, or other growth factors. For example, if you want to enter headcount for each cost center every period, you can define a skeleton entry with your headcount accounts. After you generate the skeleton entries, enter the actual headcount amounts before posting the batch. Go to A. To define a Recurring GL Journal Skeleton in 11i.

- **Standard Recurring Journal Entries:** Standard recurring journal entries use the same accounts and amounts each period. Go to B. To define a Recurring Standard GL Journal in 11i.

- **Recurring Journal Formula Entries:** Formula entries use formulas to calculate journal amounts that vary from period to period. Go to C. To define a Recurring GL Journal Formula in 11i.

**To define a Recurring GL Journal in 11i**

Responsibility: ECU end user responsibility with ‘GL Journals Recur’ in the title.

1. (N) Recurring Journals > Define a Recurring Journal.

   This will display the Define Recurring Journal Formula window.
2. Enter the batch name in the Batch field.

3. Optionally enter a description in the Description field.

4. Enter a name for the recurring journal (as per the naming convention) in the Journal field.

5. Enter the Category (or search and select it using the icon at the end of the field).

6. The Currency will default to AUD, but this can be overridden as appropriate.

7. Enter a range of Effective Dates that includes only those periods for which you want the recurring journal entry to be used.

   ! IMPORTANT !

   Recurring journal entries will only be created when you choose to generate them for a date that falls within the Effective Dates range.

8. Click the Lines button to define the Journal Lines.
A. To define a Recurring GL Journal Skeleton in 11i

Journal Lines

9. Click in the Line field.

10. Type ‘1’ to indicate that this is the first line.
11. Press the Tab key.

12. Enter the accounting flexfield for this journal line in the Account field.

13. Press the Tab key.

14. Enter the line description.

15. Press the Down Arrow, and repeat steps 9 – 13 for each line you want on your journals (remembering to increment the line number for each new line).

16. When you have added all the lines you need press CTRL-S to save, then the click the \[ icon at the top right of the window to close the window.

**IMPORTANT!**

You are not entering in any formulas or values against the lines, you are only setting up a skeleton (which means, when the GL Journal is generated you will need to add the Debit / Credit Amounts before you can post it).

Next Step – Generating a GL Journal [GL-042]

B. To define a Recurring Standard GL Journal in 11i

Journal Lines

9. Click in the Line field.

10. Type ‘1’ to indicate that this is the first line.
11. Press the Tab key.

12. Enter the accounting flexfield for this journal line in the Account field.

13. Press the Tab key.

14. Enter the line description.

15. Press the Tab key.

16. In the Formula section enter a step number and the fixed amount to post.

17. Click up in the Line field (see Step 9).

18. Press the Down Arrow, and repeat steps 10 – 17 for each line you want on your journals (remembering to increment the line number for each new line).

19. When you have added all the lines you need press CTRL-S to save, then click the icon at the top right of the window to close the window.

Next Step – Generating a GL Journal [GL-042]
C. To define a Recurring GL Journal Formula in 11i

Journal Lines

9. Click in the Line field.

10. Type ‘1’ to indicate that this is the first line.

11. Press the Tab key.

12. Enter the accounting flexfield for this journal line in the Account field.

13. Press the Tab key.

14. Enter the line description.

15. Press the Tab key.

16. In the Formula section, enter a step number and the formula for this line (see section below To enter a formula, or To use an account balance in your formula).

17. Click up in the Line field (see Step 9).

18. Press the Down Arrow, and repeat steps 10 – 17 for each line you want on your journals (remembering to increment the line number for each new line).

19. When you have added all the lines you need press CTRL-S to save, then click the icon at the top right of the window to close the window.
To enter a formula

1. Enter a step number to specify the order in which you want to process the steps in your formula. Each formula can contain an unlimited number of steps.

2. Enter a factor for the formula step. There are two types of factors you can use:
   - Enter a fixed Amount.
   - Specify an Account to use a balance in the formula calculation. You can use standard, end-of-day, or average balances in your formula lines.

3. Specify the type of calculation you want to perform by entering a mathematical Operator for the formula step.

Example of Simple Calculation (i.e. A * B):

<table>
<thead>
<tr>
<th>Factor</th>
<th>Operator</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter</td>
<td>Specify the first value A. Next, specify the operator Enter to separate the second value from the first.</td>
</tr>
<tr>
<td>B</td>
<td>*</td>
<td>Specify the second value B. Next, specify the operator to perform the multiplication calculation.</td>
</tr>
</tbody>
</table>

Example of Complex Calculation (i.e. \([ ( A + B ) * C ] / ( D + G )\)):

<table>
<thead>
<tr>
<th>Factor</th>
<th>Operator</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter</td>
<td>Specify the first value A. Next, specify the operator Enter to separate the second value from the first.</td>
</tr>
<tr>
<td>B</td>
<td>+</td>
<td>Specify the second value B. Next, specify the operator to perform the addition calculation with the value A.</td>
</tr>
<tr>
<td>C</td>
<td>*</td>
<td>Specify the third value C. Next, specify the operator to perform the multiplication calculation with the sum of the values A and B.</td>
</tr>
<tr>
<td>D</td>
<td>Enter</td>
<td>Specify the fourth value D. Next, specify the operator Enter to start the next calculation.</td>
</tr>
<tr>
<td>G</td>
<td>+</td>
<td>Specify the fifth value G. Next, specify the operator to perform the additional calculation with the value D.</td>
</tr>
<tr>
<td>/</td>
<td></td>
<td>Specify the division operator to perform the final calculation.</td>
</tr>
</tbody>
</table>
4. Press the Down Arrow to add a new line in your formula.

5. Repeat steps 1 – 4 for each line in your formula.

6. CTRL-S to save your work, and return to Step 16 in C. To define a Recurring GL Journal Formula in 11i.

**To use an account balance in your formula**

1. Enter the Account you want to include in your formula step.

2. Choose a Balance Type of Actual or Budget. If you choose budget balances, you must specify the budget to use when you generate the recurring journal batch.

3. Choose an Amount Type.
   - Choose PTD to use the period-to-date balance of your account.
   - Choose YTD to use year-to-date balance of your account.

4. Leave the default value of AUD in Currency Type field.

5. Choose the relative Period balance you want to use in your formula. The relative period, combined with the amount type determines the type of account balance for formula uses.

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>Period</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTD</td>
<td>Current Period</td>
<td>Net activity of current period</td>
</tr>
<tr>
<td>YTD</td>
<td>Current Period</td>
<td>Ending balance of current period</td>
</tr>
<tr>
<td>PTD</td>
<td>Previous Period</td>
<td>Net activity of previous period</td>
</tr>
<tr>
<td>YTD</td>
<td>Previous Period</td>
<td>Ending balance of previous period</td>
</tr>
<tr>
<td>PTD</td>
<td>Same Period as a Year Ago</td>
<td>Net activity of year-ago period</td>
</tr>
<tr>
<td>YTD</td>
<td>Same Period as a Year Ago</td>
<td>Ending balance of year-ago period</td>
</tr>
</tbody>
</table>

6. Press the Down Arrow to add a new line in your formula.

7. Repeat steps 1 – 6 for each line in your formula.

8. CTRL-S to save your work, and return to Step 16 in C. To define a Recurring GL Journal Formula in 11i.
Next Step – Generating a GL Journal [GL-042]