Generating a Recurring GL Journal

You must generate recurring journals to create unposted journal entries from the recurring journal formulas you defined. After generating the formulas, you can review or edit the recurring journal batches before posting them.

To generate a Recurring GL Journal in 11i

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

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

   This will display the Generate Recurring Journal window.

2. Select the Recurring Batches you want to generate.

3. Enter the accounting Period for which you want to create an unposted journal batch. The default is the first open accounting period following the one for which you last generated recurring journals Enter a name for the recurring journal (as per the naming convention) in the Journal field.

4. (Optional) Choose the Recurring Journal button to review the batch definition. You can generate your recurring journal batch from this window.

5. If you have a recurring journal entry formula that uses budget balances to calculate journal amounts, enter the Budget name.
6. (Optional) Schedule your recurring journal batch; see Scheduling a Recurring Journal [GL-044].

7. Choose Generate. General Ledger submits a concurrent process to create unposted journal batches based on the selected recurring journal formula batches. Note the Request ID assigned to the concurrent process.

**IMPORTANT!**

General Ledger names the resulting journal batch as follows: <Recurring Batch Name>: <Date> <Time>. For example, FBS/SYS/AK/001: 15-JAN-95 16:36.

8. If you generated skeleton journal entries, see Completing a Recurring GL Journal Skeleton [GL-043] to use the Enter Journals window to complete the journal information.

9. Review your generated journals.

**IMPORTANT**

You must post your recurring after it has been generated.

**Next Step – Posting a GL Journal [GL-013]**