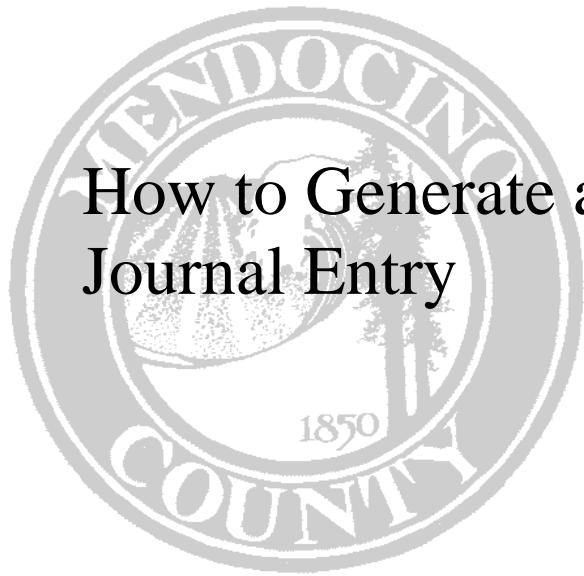


COUNTY OF MENDOCINO



How to Generate a Recurring Journal Entry

Created by:

Auditor-Controller

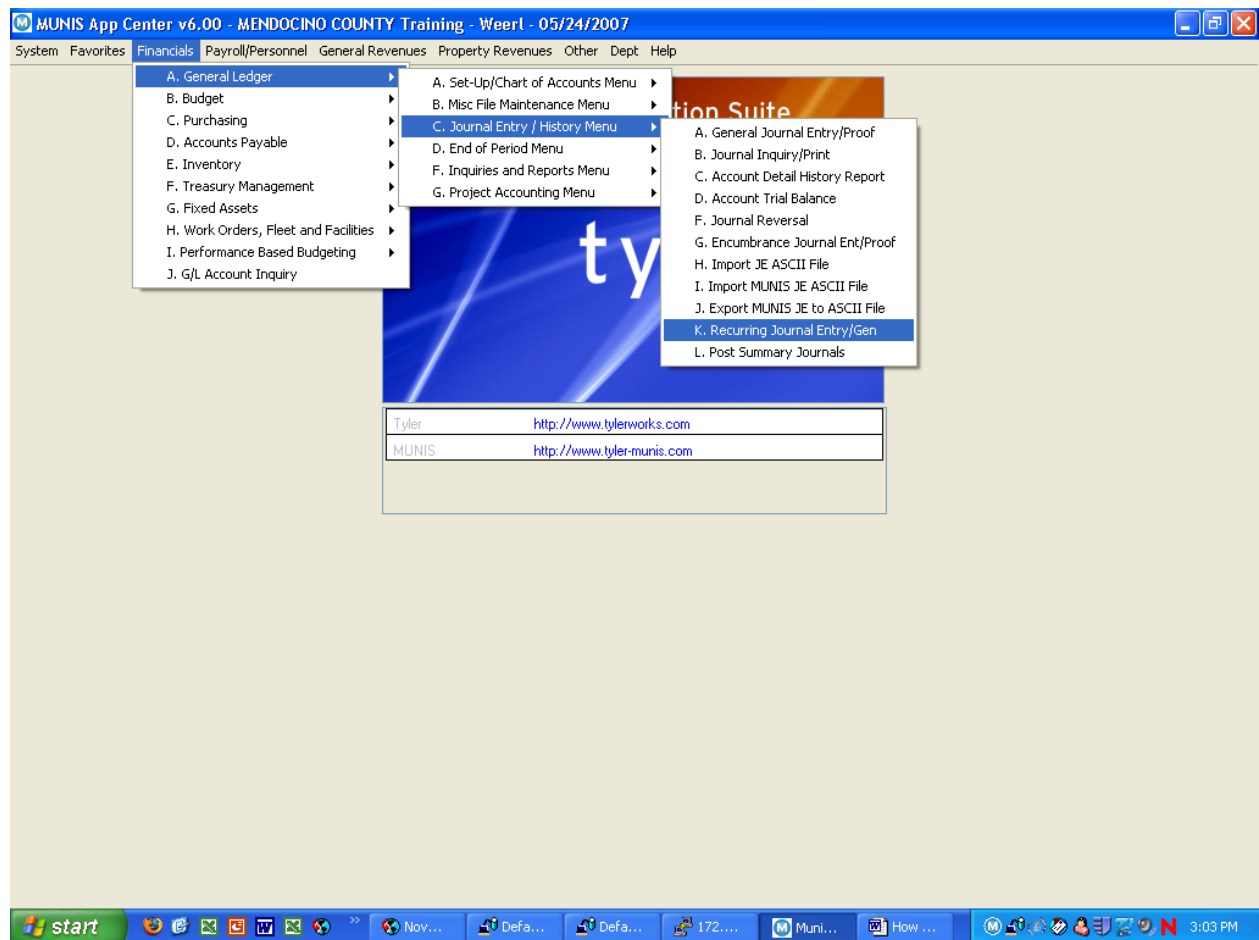
HOW TO GENERATE RECURRING JOURNAL ENTRIES

This document will demonstrate how to generate a recurring journal from an already established template. Refer to the How To Set Up A Recurring Journal Entry (Template) document for instructions.


Journals will be entered and proofed at a department level but all JE's will be posted by the Auditor's office.

The Recurring Journal Entry screen is found under the Financials menu

- A. General Ledger
 - C. Journal Entry/History Menu
 - K. Recurring Journal Entry/Generate



NOTES: _____

Click Find  and enter the parameters necessary to locate the template. For example, the Journal Code or Short Description can be used.

Journal code Clerk

Source journal Allocated

Journal reference Org

Short description Object

Journal type Project

Entity code

Auto reverse journal

Due To/Due From fund

Reset after gen

Effective dates to


Months 1 2 3 4 5 6 7 8 9 10 11 12

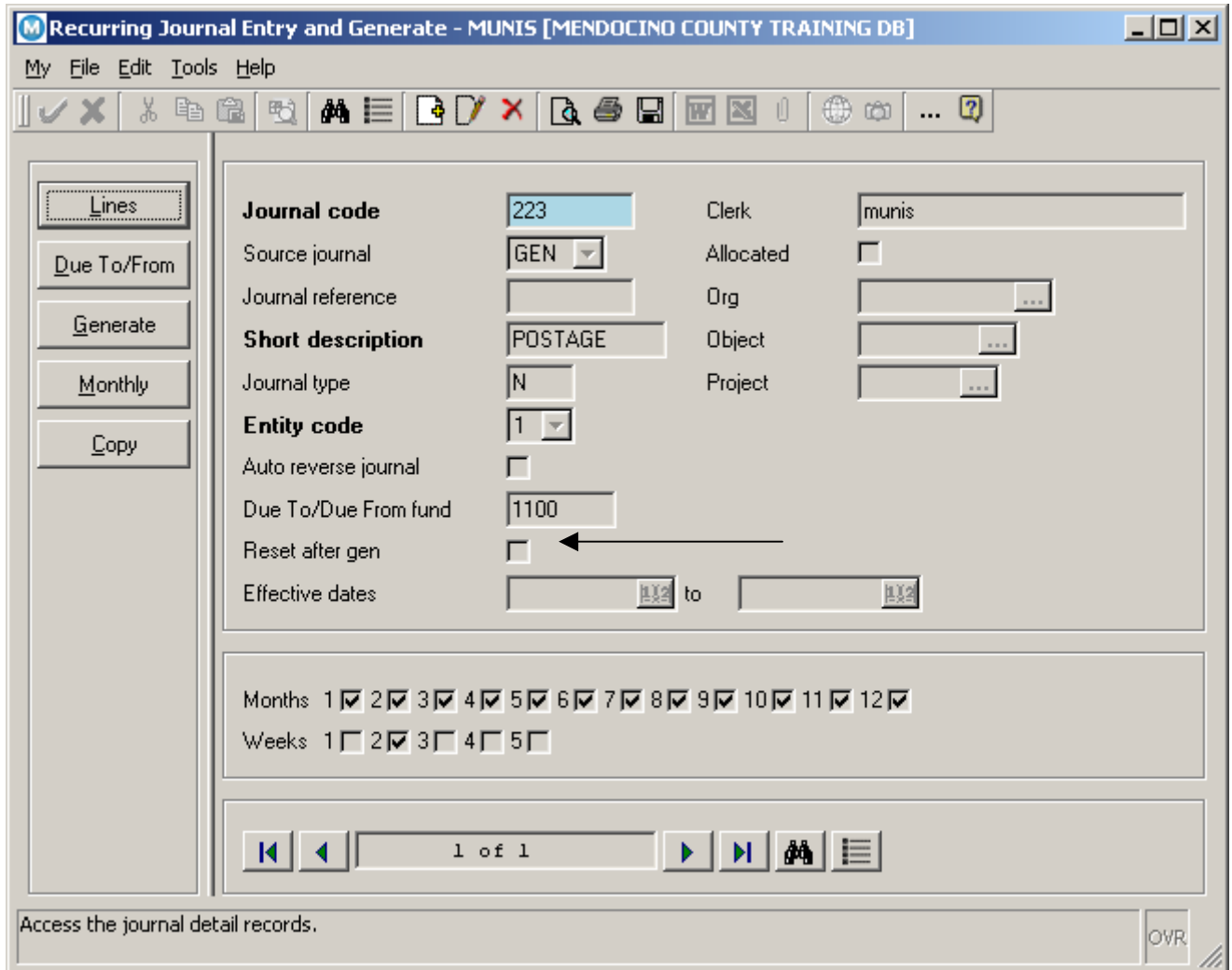
Weeks 1 2 3 4 5

0 of 0

Enter a short description (Ref 4) of the journal content. OVR

NOTES: _____

Click Accept  to instruct the system to look for any records that meet the parameters entered.



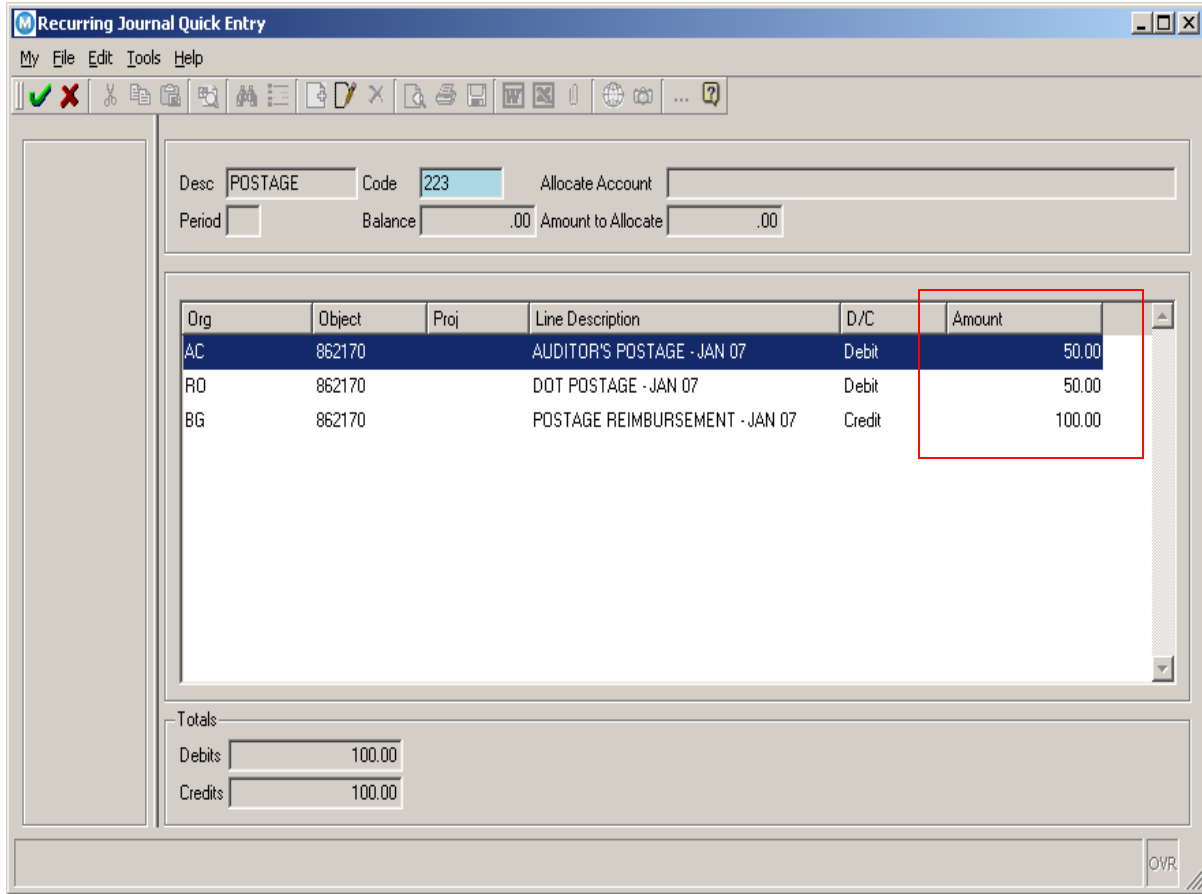
Journal code: 223
Source journal: GEN
Short description: POSTAGE
Entity code: 1
Due To/Due From fund: 1100
Reset after gen:
Effective dates: 11/2 to 11/2

Months: 1 2 3 4 5 6 7 8 9 10 11 12
Weeks: 1 2 3 4 5


Note: The **Reset after gen** box was not checked on this template so the amounts were not set to zero after the previous journal was posted.

Click the **Monthly** button.

NOTES: _____





The Recurring Journal Quick Entry screen will display with all the lines set up on the original template.

Click Update . The screen opens up to look like a spreadsheet, this makes data entry easier.


NOTES: _____

Click in the Line Description field of line 1 and make any necessary changes, such as the month. Tab to the Amount and change that data if necessary.

Note: There are Delete Line and Add Line buttons, which can be used if necessary.

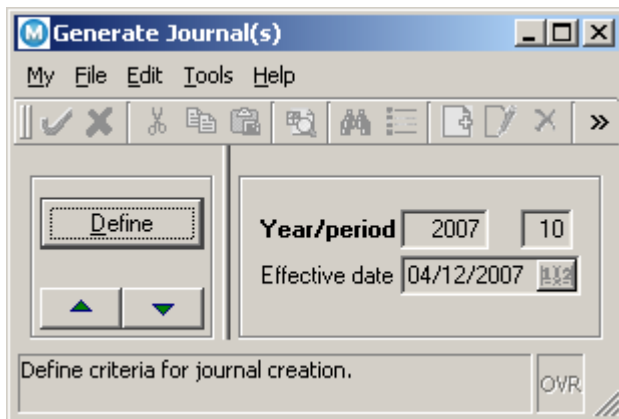
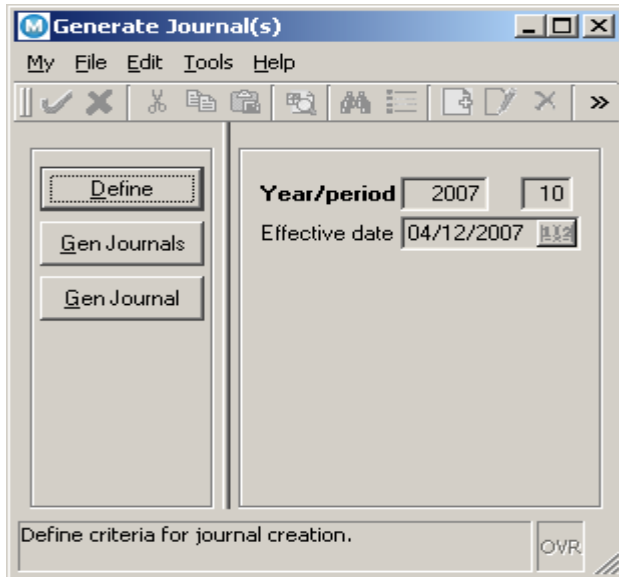
Once all the lines have been updated, click Accept  to save the changes. Click Accept  again to return to the Recurring Journal Entry and Generate screen.

If this was a multi fund journal click the **Due To/From** button to generate the due to /due from entries. You will receive a pop up informing you how many entries were generated. Click OK and continue to the next step.

Click the **Generate** button . A window displays with the current year/period and the current date as the Effective Date. You should not need to change any of these fields. Click Accept .

NOTES: _____

The following screen will appear. You can either expand the screen using your cursor or click the down arrow to see the other buttons available.



Click the **Gen Journal** button. You will receive a message indicating how many journals will be created. 'Do you wish to continue?' Click **yes** to create the Journal.

Note: There is no proof or report process here. The Journal should now be pulled up using the General Journal Entry Proof screen. Use the browse button to find the recurring JE and output print the General Journal Entry Proof. A signed original must be sent to the Auditor's office for posting

NOTES: _____

