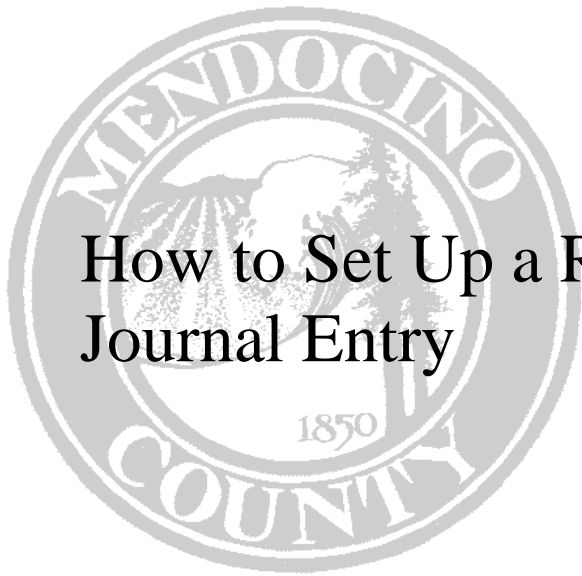


COUNTY OF MENDOCINO



How to Set Up a Recurring Journal Entry

Created by:

Auditor-Controller

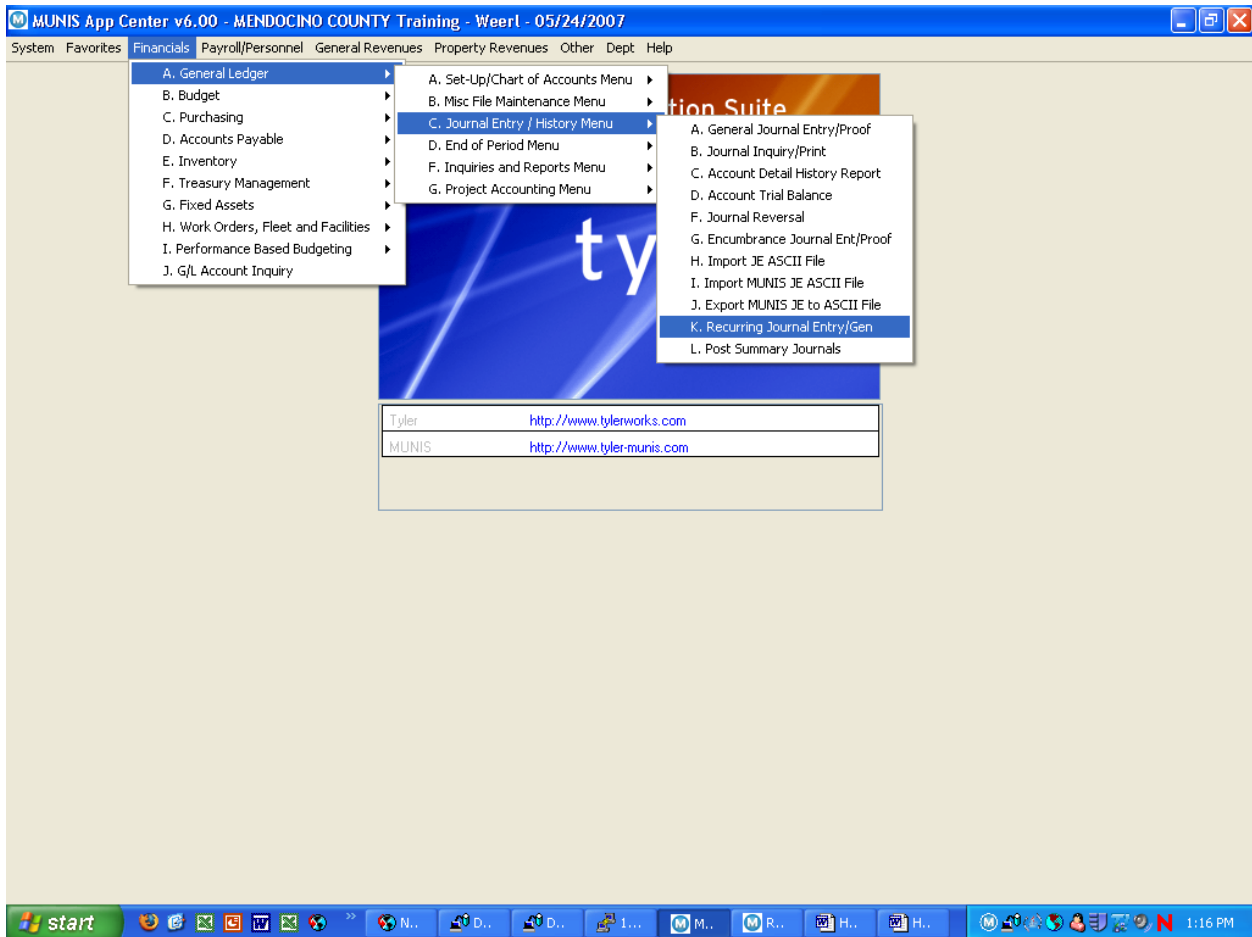
HOW TO SET UP A RECURRING JOURNAL ENTRY (Template)

This document will demonstrate how to set up the initial journal entry for the recurring journal. The How to Generate Recurring Journal Entries document will explain how to generate the journals after the initial setup.


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

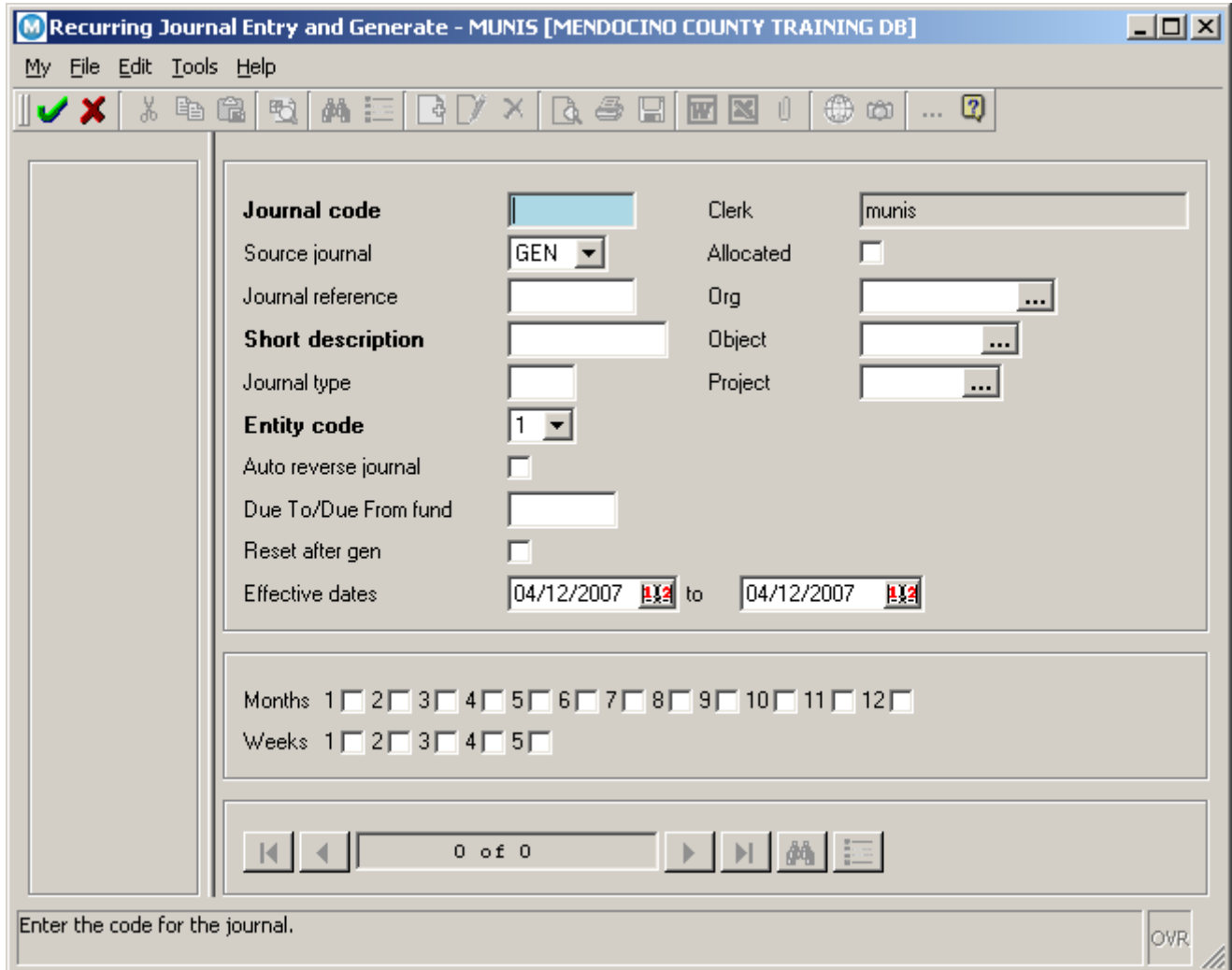
The Recurring Journal Entry screen is found under the Financials menu:

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



NOTES: _____

1. Click Add 



2. **Journal Code** – 6 spaces, alphanumeric, cannot use duplicates. We suggest using your 2 character Org + 4 digits. Or, use your 4 digit budget unit + 2 digits.

3. **Source Journal** - pre-fills with GEN and should not be changed

4. **Journal Reference** – not required

5. **Short Description** - enter a description to help identify the journal later (i.e. Postage)

NOTES: _____

6. Journal Type – enter N for Normal

7. Entity Code - pre-fills with 1, do not change

8. Auto Reverse Journal - leave blank

9. Due To/Due From Fund - if you will be crossing funds, enter one of the funds that will be used in the recurring journal entry


10. Reset After Gen - check this box, after a JE is posted the amounts will reset to zero for the next time

11. Effective Dates – informational only, can enter dates or leave blank

12. Allocated - leave blank


13. Months/Weeks - informational only, these fields can be used later to find all JE's that you want to post for a specific week, month or both. It is up to the user if they want to utilize these boxes.


NOTES: _____

14. Click Accept  to get to the Journal Entry Detail Screen.

NOTES: _____

15. **Org** - enters a valid Org or click on the  button to open the Org help window

16. **Object** - enter a valid Object within the Org or click on the  button to open the Object help window

17. **Project** - if this charge is associated with a specific project, enter a valid Project code within the Org/Object, or click on the  button to open the Project help window

18. **Description** – this description will pre-fill on all recurring journals created from this template but you will have the ability to modify it. In this example we are describing what the charge is for and what month it applies to. When you create another journal from this template the only date you will need to change in the description field is the month.

19. **Journal Ref** – this is an optional field and it is up to each department how/if they choose to use it.

NOTES: _____

20. Perm/Temp - if this particular GL account will not be used on future journals using this template you can choose Temporary and after this Journal post the line will no longer exist on journals created using this template.

21. Debit/Credit - pre-fills with Debit, if necessary use the drop down and change to Credit.

22. Amount - enter the amount for this account. To make entry easier, the next line will pre-fill with the same GL Account and Description when you tab out of this field.

Journal Entry Detail

My File Edit Tools Help

Journal

Ref: Desc: POSTAGE Source: GEN

Journal Lines

LN	ORG	OBJECT	PROJECT	DESCRIPTION	Amount
4	BG3018	862260		UTILITIES BUILDINGS & GROUNDS- CUST 018 1100-01-107-1610-BG3-00-BG018-.000000-862 UTILITIES - APRIL 07	131.00
5	BG3018	862260		UTILITIES BUILDINGS & GROUNDS- CUST 018 1100-01-107-1610-BG3-00-BG018-.000000-862 UTILITIES - APRIL 07	.00

Journal totals

Debits: 2,156.00

Credits: 2,156.00

Enter the org code.

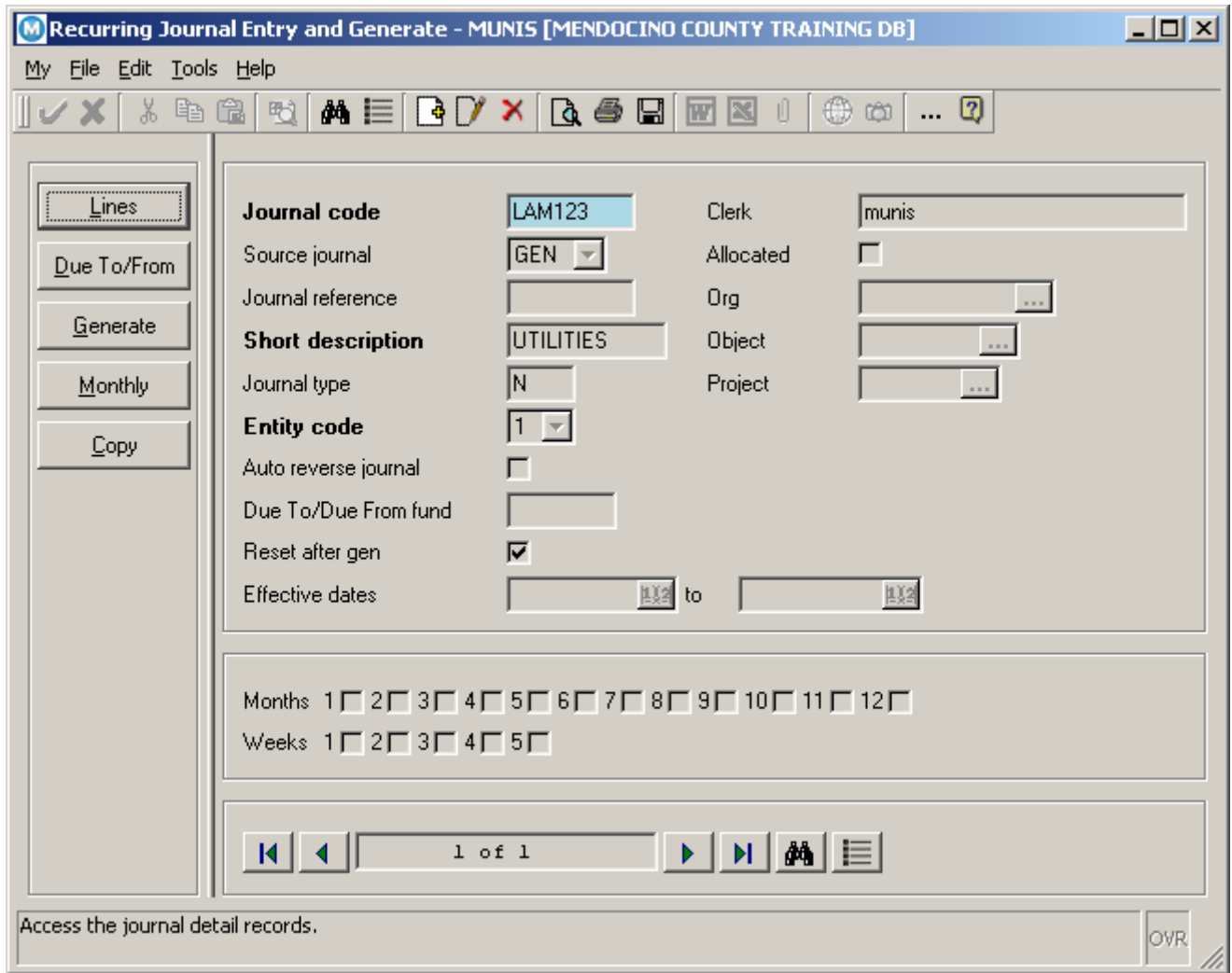
OVR

23. Continue to enter as many lines as needed, changing only the necessary fields/characters, selecting Debit or Credit and entering an amount.


24. When you are done, verify your Debits and Credits equal and click Accept 

NOTES: _____

25. If this is a multi fund Journal you will receive a Warning message ‘WARNING: Funds do not balance to zero (0). Do you wish to make a correction before exiting? Click No.

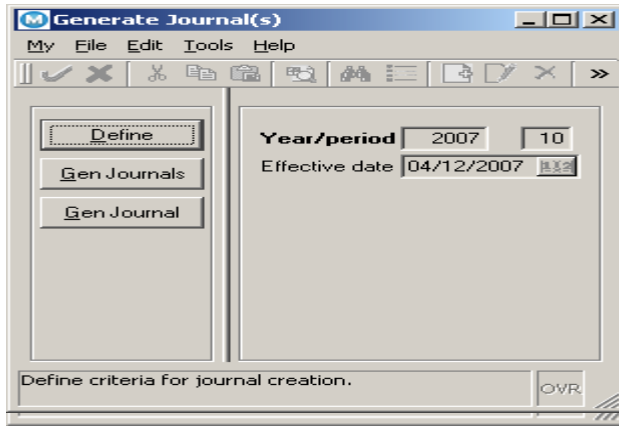


26. If this was a multi fund journal click the **Due To/From** button to generate the due to /due from entries. You will receive a pop up informing you how many entries were generated. Click OK and continue to the next step.

27. 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: _____

28. 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.



29. 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.

Now that the 'template' has been created it can be pulled up and modified the next time you need to create another recurring journal of this type.

Refer to the How to Generate Recurring Journal Entries document for this process.

NOTES: _____ _____ _____ _____
