

# Workday: Create a Recurring Journal Entry (Variable)

KB0048008

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2 views

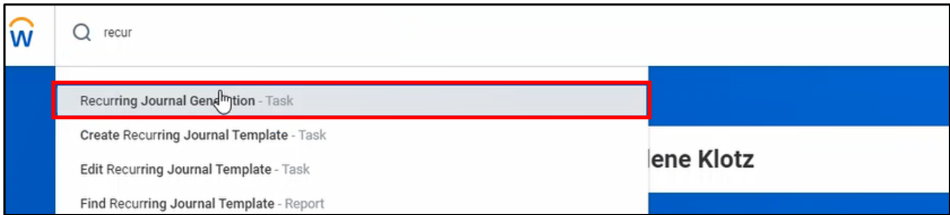
## Article Body

The following job aid explains how to Create a Recurring Journal Entry (Variable).

### Search Template

From the Homepage:

- Type **Recurring Journal Generation** in the search bar.



- Search for and select the appropriate **Company**.
- Select **Actuals** in the **Ledger** field.  
***Note: You should never select Commitment or Obligation as your Ledger type for recurring journal entries.***
- Search for and select the appropriate **Accounting Date**.
- Click **OK**.

### Recurring Journal Generation

Company \* X All Companies ...

Ledger \* X Actuals ...

Accounting Date \* 10 / 01 / 2020

OK
Cancel

- Click the checkbox for the appropriate **Journal Entry**.
- Click **OK**.

### ← Recurring Journal Generation

Company All Companies

Ledger Actuals

Accounting Date 10/01/2020

Recurring Journal Templates Available for Journal Entry Generation 1 item | 1 selected


<input type="checkbox"/>	Company	Recurring Journal Template	Template Start Date	Template End Date	Ledger Period	Reversal Date	Memo	Total Ledger Debits
<input checked="" type="checkbox"/>	Spectrum Health Grand Rapids	Variable 2015B Bond Accrued Interest	09/01/2020	08/31/2030	Oct-2020 Actuals (Spectrum Health Grand Rapids)	11 / 01 / 2020	2015B Bond Accrued Interest	2,500.00

OK
Cancel

## Edit Journal

Under the Recurring Journal Generation Result:

- Review the Journal Status is now **Created**.
- Click the **Magnifying Glass** icon to view the Journal details.

Recurring Journal Generation Result						
Company All Companies						
Ledger Type Actuals						
Accounting Date 10/01/2020						
Journal Entries Generated 1 item						
Journal	Journal Number	Memo	Journal Entry Status	Accounting Date	Ledger Period	Total Ledger Debits
		2015B Bond Accrued Interest	Created	10/01/2020	Oct - 2020	2,500.00

- Under View Journal:
- Click the **Related Actions** icon, hover over the **Journal** category in the Actions menu, then click **Edit**.

Journal

Journal

Originated by

Accounting Date

Currency

Period

Ledger

Recurring Journal Te

Journal Source

Book Code

Journal Lines

Journal Lines 2

Company

Actions

Journal

Favorite

Integration IDs

Journal

Edit

Add/Change Attachment

Add Attachment

Cancel

Copy

Delete Journal

Enable Multicurrency

Enable Record Quantity

Submit

Create Reversal

Adjustment Journal

Balanced

Journal Entry Status

Total Ledger Debits

Total Ledger Credits

th Grand Rapids - 10/01/2020 - 2015B Bond Accrued Interest

th Grand Rapids - 10/01/2020 - 2015B Bond Accrued Interest

2020 Actuals (Spectrum Health Grand Rapids)

ctrum Health Grand Rapids : Actuals

able Recurring Journal

Yes

No

Yes

Created

2,500.00

2,500.00

- Under Journal Entry Lines:
- Enter the appropriate **Credit Amount** and **Debit Amount**.
  - Click **Submit**.

Journal Entry Lines		Attachments				
Journal Entry Lines 2 items						
Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	
+	▼	× Spectrum Health Grand Rapids	× 204750:Accrued Interest	0.00	2,250.00	Monthly 2015B Bond Accrued Interest
+	▲	× Spectrum Health Grand Rapids	× 653000:Interest Expense	2,250.00	0.00	Monthly 2015B Bond Accrued Interest
<div> <div>Submit</div> <div>Save for Later</div> <div>Cancel</div> </div>						


## Complete and Review Process

### Details and Process:


- Verify that the Variable Recurring Journal Entry process was successfully completed.
- If desired, click > to view the Journal Entry details and process history.
- Click **Done**.

### Business Process Record

Journal: JE-000230 on 10/01/2020 for \$2,250.00 by Darlene Klotz [Actions](#)



Process Successfully Completed



Details and Process

Done

## Escalation Information

## Create P3 ticket and forward to Workday Finance team

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Authored by Jenna Federau

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Helpful?

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