



Recurring Journal Entries

Recurring Journal Entries

To initiate recurring journal generation, the **Accountant or Accounting Manager** accesses the Recurring Journal Generation task in Workday.

1. Type **Recurring Journal Generation** in the Search bar. The task will display in the search results.
2. Select the **Task**.
3. Enter the appropriate information in the fields on the **Recurring Journal Generation** page.
4. Click **OK**. The **Journal Templates** will display.

Q Recurring journal generation 1

Recurring Journal Generation Task 2

Recurring Journal Generation 3

Company * Consolidated Vanderbilt University Medical Center

Ledger * Actuals

Accounting Date * 02/28/2022

4 OK Cancel



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Recurring Journal Entries

5. Click the **Related Actions** button to review journal template.
6. Scroll down to review frequency on the recurring journal template.
7. Navigate back to the journal templates page.
8. Select the required **Journal Template** after reviewing.
9. Click **OK**.

Recurring Journal Generation

Company Consolidated Vanderbilt University Medical Center
 Ledger Actuals
 Accounting Date 02/28/2022

Recurring Journal Templates Available for Journal Entry Generation 1 Item

<input type="checkbox"/>	Company	Recurring Journal Template	Template Start Date	Template End Date	Ledger Period	Reversal Date	Memo	Total Ledger Debits	Currency	Most Recent Journal Entry Generated from Template
<input type="checkbox"/>	Vanderbilt-Wilson Radiation Oncology, LLC	VHAN ACO OH FEE	08/01/2021	06/30/2022	Feb-FY22 Actuals (Vanderbilt-Wilson Radiation Oncology, LLC)		M2001 - VHAN ACO OH FEE	5,557.00	USD	

OK Cancel

View Recurring Journal Template

Recurring Journal Template VHAN ACO OH FEE Template Status Available

Recurring Journal Template Information

Ledger Vanderbilt-Wilson Radiation Oncology, LLC : Actuals
 Memo M2001 - VHAN ACO OH FEE

Template Start Date 08/01/2021
 Total Credits 5,557.00

Template End Date 06/30/2022
 Total Debits 5,557.00

Journal Source Recurring Journal
 Currency USD

Balancing Fund FD001 General Fund

Currency Rate Type Current

Automatically Submit Generated Journals No

Recurring Journal Template Details

Generate Once Per Frequency

Summary Schedule Monthly

Journal Entry Lines 2 Items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	Spend Category	Revenue Category	Gift	Grant	Project	Program	Cost Center
Vanderbilt-Wilson Radiation Oncology, LLC	6495.Allocations	5,557.00		M2001 - VHAI...more	SC056 Overhead Recovery						CO02205 VHAN, ACO

Turn off the new tables view

Recurring Journal Generation

Company Consolidated Vanderbilt University Medical Center
 Ledger Actuals
 Accounting Date 02/28/2022

Recurring Journal Templates Available for Journal Entry Generation 1 Item

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OK Cancel