## **How To Create Recurring Journal**

- 1. From General Journals menu, click New.
- 2. When new record screen is displayed, begin entering the accounts and its amount in the grid.

3. Check on the Recurring Template box. Details Attachments (0) Audit Log (1) Comments (0) Currency: USD V Reverse Date: Post Date 01/19/2016 Account ID Account Description Credit E Transaction Description Debit STORAGE RECEIVABLE 11210-00 01/19/2016 23.00 0.00 23.00 11100-00 Note Receivable from John 01/19/2016 0.00

- 4. Click on Recurring from the Toolbar.
- 5. You will notice that the record will be automatically added.

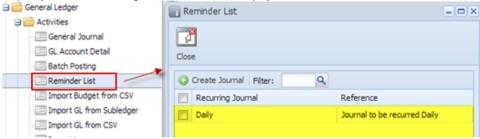


6. Check how recurring transactions are created and processed in the Recurring Transaction screen.

SM How To Create Recurring Transactions SM How To Process Recurring Transaction

Here are the steps on how to create Recurring Journal. But before you can proceed you have to already have Recurring Journal template record displayed on the Reminder List screen (see How To Create Recurring Journal Template):

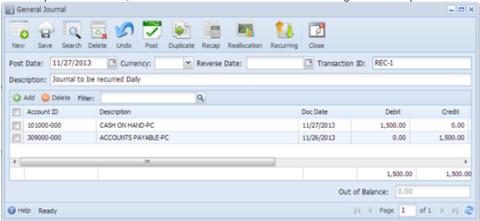
 Click Reminder List from General Ledger Activities to open Reminder List screen. Journals to be recurred based on the user, period and frequency set on the Recurring Journal screen will be displayed.



2. Select Recurring Journal Name and click on Create Journal button.



3. Once the process is finished, General Journal screen for the created Recurring Journal will open.



- a. If recurring journal user mode is set to Editable, you are allowed to make changes on the journal created. Toolbar and fields that can be edited are all enabled.
- b. If recurring journal user mode is set to **Locked**, you are not allowed to make changes on the journal created. Toolbar and fields that can be used to edit are all disabled.
- 4. Click Save button to save the created journal.