

# 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.

General Journal - GJ-127

Post Date: 01/19/2016 Currency: USD Reverse Date: Recurring Template: ☒ Record No: GJ-127

Description:

Account ID	Account Description	Transaction Description	Doc Date	Debit	Credit
11210-00	STORAGE RECEIVABLE		01/19/2016	23.00	0.00
11100-00	Note Receivable from John		01/19/2016	0.00	23.00

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

Recurring Transactions

Transaction Type	Transaction No.	Reference	Assigned User	Remind in Adv.	Frequency	Last Proc.	Next Proc.	Due	Group	Day of Mo.	Start Date
General Journal	GJ-127		Irelyadmin	0	Monthly	01/19/2016	02/19/2016	No		19	02/19/20...

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](#)):

1. 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.

General Ledger Activities

- General Journal
- GL Account Detail
- Batch Posting
- Reminder List**
- Import Budget from CSV
- Import GL from Subledger
- Import GL from CSV

Reminder List

Recurring Journal	Reference
Daily	Journal to be recurred Daily

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

Create Journal Filter: [Search]

Recurring Journal	Reference
Daily	Journal to be recurred Daily

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

Account ID	Description	Doc Date	Debit	Credit
101000-000	CASH ON HAND-PC	11/27/2013	1,500.00	0.00
309000-000	ACCOUNTS PAYABLE-PC	11/26/2013	0.00	1,500.00
			1,500.00	1,500.00

Out of Balance: 0.00

- 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.
- 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.