

How To Create Recurring Journal Template

Here are the steps on how to create a new Recurring Journal

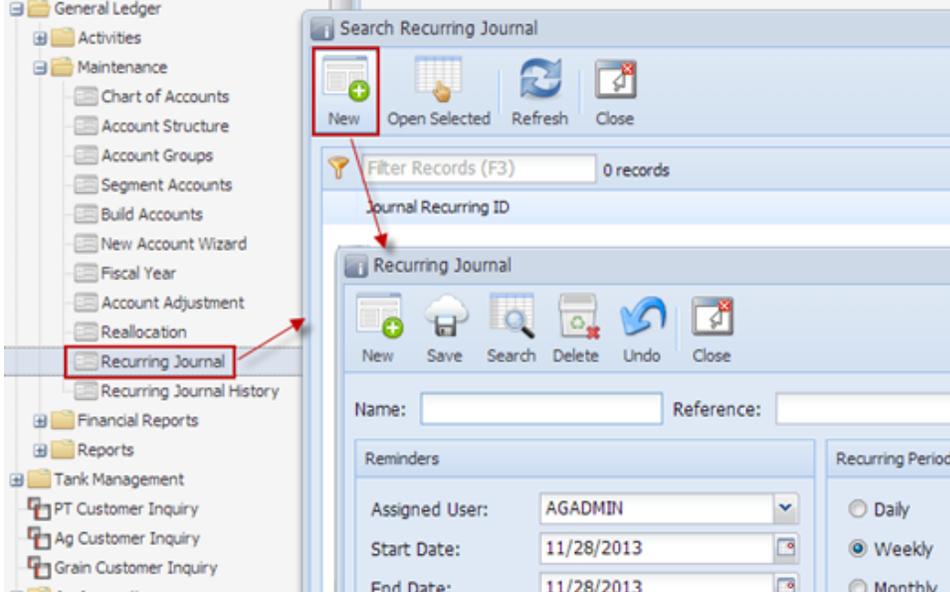
Option 1: By checking recurring template

1. Create general journal and check the **Recurring Template** box. You can also open an existing transaction then click Duplicate.
2. Add your account line entries in the details grid then Save.
3. To add the recurring journal in the Recurring Transaction screen, click on **Recurring** button.
4. When **Recurring Transaction** screen opens, it will automatically add the new recurring template.
5. You are now ready to process journal based on the schedule set. See [SM How To Process Recurring Transaction](#)

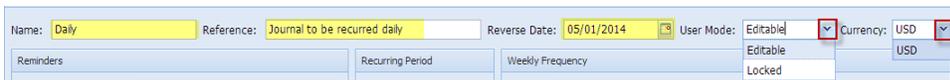
Option 2: By creating recurring template

1. Create general journal
2. Add your account line entries in the details grid.
3. Click Recurring toolbar button, **Recurring Template** box will be automatically checked.
4. click Create/Edit
5. When **Recurring Transaction** screen opens, it will automatically add the new recurring template.
6. You are now ready to process journal based on the schedule set. See [SM How To Process Recurring Transaction](#)

- From **General Ledger Maintenance** screen, click **Recurring Journal**. If there's an existing record, the **Search Recurring Journal** screen will open. Otherwise, **Recurring Journal** screen will open.
- If Search Recurring Journal screen opens, click on the **New** button to open a blank Recurring Journal screen.



- Enter a recurring **Name** and **Reference**.
- Enter **Reverse Date** if recurring journal will be reversed.
- **User Mode** by default is blank. Click on combo box button to open combo box list. Select from **Editable** or **Locked** mode.
- The **Currency** field is used to assign a currency to the Recurring Journal. By default, this is automatically filled in with the default Currency set in the **Company Preference**. To change it for a specific Recurring Journal entry, click combo box button and select different currency from the combo box list.



- Setup the **Reminders**.

1. By default, user defaults to the current user. Click on **Assigned User** combo box button and select user from the list if you want to assign the recurring of journal to other users.
2. **Start** and **End Date** fields for the recurring journal are populated with today's date, by default. To change the date, click on the combo box button to open the mini calendar and select a different date. Manual entering of dates are also allowed.
3. Enter number of days when the reminder will be displayed in advance on **Remind in Advance** field.

Reminders

Assigned User: AGADMIN

Start Date: 11/28/2013

End Date: 11/28/2013

Remind in Advance: 1 in Day(s)

- Select **Recurring Period** of your Recurring Journal by clicking the corresponding radio button. This will be the interval when the journals will be recurred.

Recurring Period

Daily

Weekly

Monthly

Single

- Select the Frequency of the period you selected for your recurring journal.

1. **Frequency for Daily** - select day interval of recurring journals.

Daily Frequency

Every: 1 Day(s)

2. **Frequency for Weekly** - select week interval and the day of the week when journals will be recurred.

Weekly Frequency

Every: 2 Week(s) on:

Monday Wednesday Friday Sunday

Tuesday Thursday Saturday

3. **Frequency for Monthly** - select day of the month and the month interval when the journals will be recurred.

Monthly Frequency

Day: 15 of every 1 Month(s)

4. **Frequency for Single** – Click on the combo box button to open mini calendar and select date when the journal will be recurred. Manual entering of date is also allowed. Journal will be recurred only on the selected date.

Single Frequency

Date:

- Click the empty row on the grid and start adding details.
- Add **Account Id** on the grid by clicking the combo box button and select account Id from the list. Description field will be automatically filled in with the accounts description of the selected Account Id.
- **Doc Date** by default is set to today's date. But you can change the transaction date by clicking the combo box button to open the mini calendar and select a different date. Manual entering of date is also allowed. The next time you enter another account Id, transaction date selected on the previous row will now be copied.
- For the selected account, you can either enter a **Debit** or a **Credit** amount.
- If needed, enter **Debit Unit** or a **Credit Unit**. But this is only possible if accounts used have a unit setup. Else, you will receive an error message when posting the transaction.
- **Document, Reference** and **Comment** fields are optional fields. You can either enter values in these fields or you can leave it blank. But in case you enter values on the previous row, succeeding rows will copy its values.
- You can enter as many lines as you wish by repeating steps 10 to 15. Just remember that amounts have to be balanced or having equal dollars in the debit and the credit amount when you are finished entering accounts. The **Out of Balance** field will display the amount if debit and credit is balanced or not.

Account Id	Description	Doc Date	Debit	Credit	Debit Units	Credit Units
11000-0000	ACCOUNTS RECEIVABLE -	09/03/2014	100.00	0.00	0.000	0.000
26010-0000	ACCRUED PAYABLES - MISC. -	09/03/2014	0.00	100.00	0.000	0.000
			100.00	100.00		
Out of Balance:						0.00

- **Save** and **Close** screen.