

How to Setup a Recurring Journal to Create Reversal Journal

Here are the steps on how to create Reversal Journals from Recurring Journals:

1. Click **Recurring Journal** from **General Ledger > Maintenance** menu. If there's no existing record, **Search Recurring Journal** screen will open. Otherwise, **Recurring Journal** screen will open.
2. If Search Recurring Journal screen opens, click **New** toolbar button to open blank Recurring Journal screen.
3. Fill in required fields.

Recurring Journal

Name: Single Reference: Journal to be recurred once Reverse Date: 10/01/2014 User Mode: Editable Currency: USD

Reminders

Assigned User: AGADMIN

Start Date: 01/01/2014

End Date: 12/31/2014

Remind in Advance: 1 in Day(s)

Recurring Period

☐ Daily ☐ Weekly ☐ Monthly ☒ Single

Single Frequency

Date: 09/04/2014

4. Select **Reverse Date** by clicking combo box button to open mini calendar screen or manually enter reverse date. This will be the posting date of your Reversal Journal.

Reverse Date: 10/01/2014

5. Add accounts to the grid, enter **debit** or **credit** amount and other information needed.

Delete Filter:

Account Id	Description	Doc Date	Debit	Credit	Debit Units	Credit Units
11000-0000	ACCOUNTS RECEIVABLE -	01/01/2014	100.00	0.00	5.000	0.000
26010-0000	ACCRUED PAYABLES - MISC. -	01/01/2014	0.00	100.00	0.000	5.000

Out of Balance: 0.00

6. Save record by clicking **Save** button.

Recurring Journal

New Save Search Delete

7. Create journal via **Reminder List** screen. (see [How To Create Recurring Journal](#)).
8. Values and details entered on the created Recurring Journal will be displayed on the created journal including the Reverse Date.

General Journal

Post Date: 09/03/2014 Currency: USD Reverse Date: 10/01/2014 Record No: REC-2

Description: Journal to be recurred once

Account Id	Description	Doc Date	Debit	Credit
11000-0000	ACCOUNTS RECEIVABLE -	09/03/2014	100.00	0.00
26010-0000	ACCRUED PAYABLES - MISC. -	09/03/2014	0.00	100.00

Out of Balance: 0.00

9. Click **Post** button and view the created the **Reversal Journal**. **Reverse Date** of the Recurring Journal is now the **Post Date**.

The screenshot shows the 'General Journal' window with the 'Details' tab selected. The 'Post Date' field is highlighted with a red box and contains the value '10/01/2014'. The 'Currency' is set to 'USD', 'Reverse Date' is empty, and 'Record No.' is 'REV-2'. The 'Description' field contains 'Reversing transaction for REC-2'. Below this is a table with columns: Account Id, Description, Doc Date, Debit, and Credit. The table contains two rows: one for '11000-0000 ACCOUNTS RECEIVABLE -' with a debit of 0.00 and credit of 100.00, and another for '26010-0000 ACCRUED PAYABLES - MISC. -' with a debit of 100.00 and credit of 0.00. At the bottom right, 'Out of Balance' is 0.00. The status bar at the bottom shows 'Posted' and 'Page 1 of 1'.

Account Id	Description	Doc Date	Debit	Credit
11000-0000	ACCOUNTS RECEIVABLE -	10/01/2014	0.00	100.00
26010-0000	ACCRUED PAYABLES - MISC. -	10/01/2014	100.00	0.00

Out of Balance: 0.00

Posted Page 1 of 1