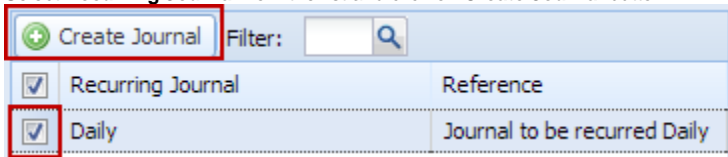


How to Post Recurring Journal

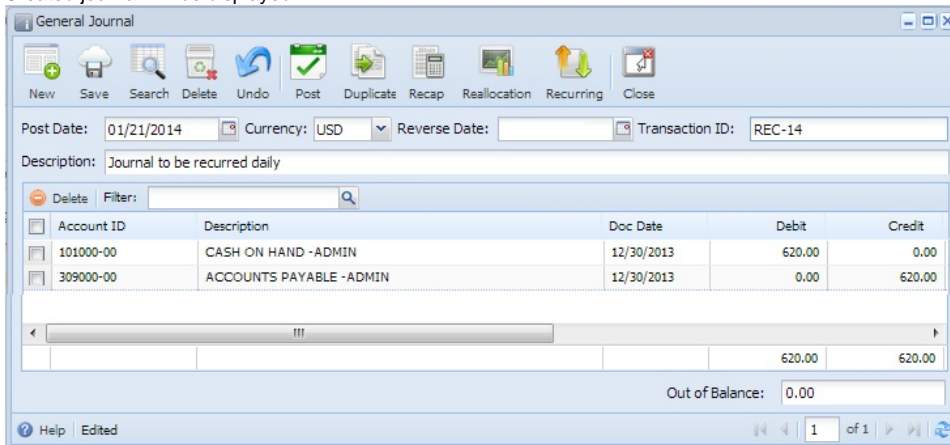
Here are the steps on how to post a recurring Journal.

1. Create journal to be recurred on **General Ledger > Maintenance > Recurring Journal** (see [How To Create Recurring Journal Template](#))
2. Open **Reminder List** from **General Ledger > Activities**.
3. Select **Recurring Journal** from the list and click on **Create Journal** button.



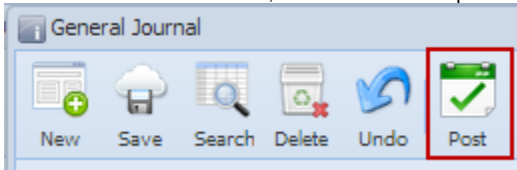
The screenshot shows a window titled 'Recurring Journal'. At the top, there is a 'Create Journal' button with a green plus icon, which is highlighted with a red box. To its right is a 'Filter:' text box with a search icon. Below this, there are two rows of options. The first row has a checked checkbox next to 'Recurring Journal' and a 'Reference' label. The second row has a checked checkbox next to 'Daily' and a 'Journal to be recurred Daily' label. The 'Daily' checkbox is also highlighted with a red box.

4. Created journal will be displayed.



The screenshot shows a 'General Journal' window. At the top, there is a toolbar with icons for New, Save, Search, Delete, Undo, Post, Duplicate, Recap, Reallocation, Recurring, and Close. Below the toolbar, there are fields for 'Post Date: 01/21/2014', 'Currency: USD', 'Reverse Date:', and 'Transaction ID: REC-14'. The 'Description' field contains 'Journal to be recurred daily'. Below this is a table with columns: Account ID, Description, Doc Date, Debit, and Credit. The table has two rows of data: one for '101000-00 CASH ON HAND -ADMIN' with a debit of 620.00, and one for '309000-00 ACCOUNTS PAYABLE -ADMIN' with a credit of 620.00. At the bottom right, the 'Out of Balance' field shows '0.00'. The 'Post' button in the toolbar is highlighted with a red box.

5. If **Out of Balance** field is zero, click **Post** button to post the transaction.



This is a close-up screenshot of the 'General Journal' toolbar. It shows icons for New, Save, Search, Delete, Undo, and Post. The 'Post' button, which has a green checkmark icon, is highlighted with a red box.