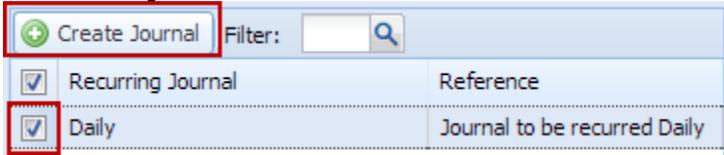


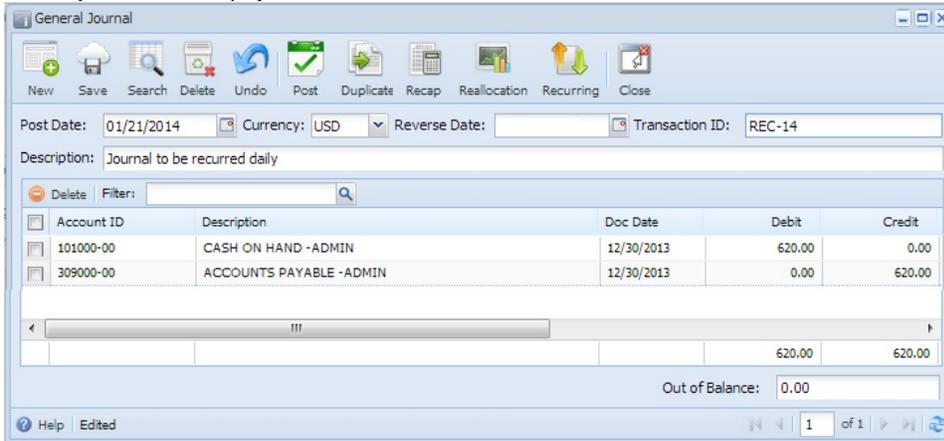
How to Post Recurring Journal

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.



4. Created journal will be displayed.



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

