

How User is Reminded of Recurring Journal

Here are the steps on how users are reminded of Recurring Journals.

- 1. Create a journal for recurring in **General Ledger > Maintenance > Recurring Journal** (see [How To Create Recurring Journal Template](#)).
- 2. Now, open **Reminder List** screen from **General Ledger > Activities**. All Recurring Journals that are set to be recurred on the day the Reminder List is opened, will be displayed on the list.

