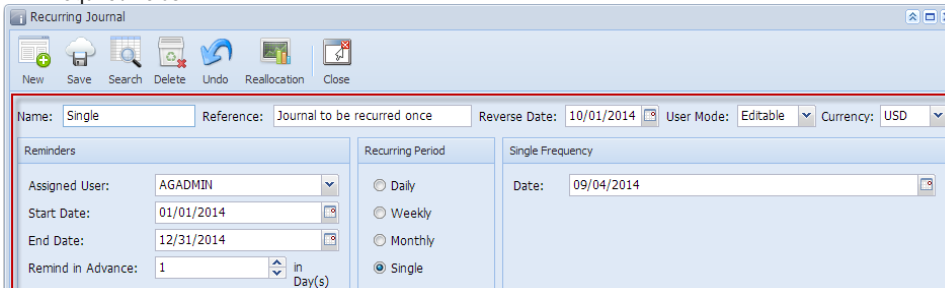# How to Setup a Recurring Journal to Create Reversal Journal

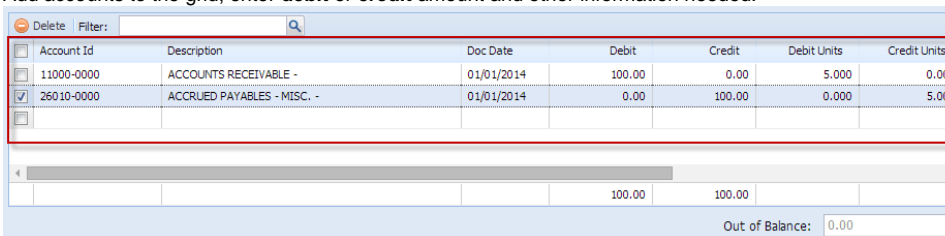Here are the steps on how to create Reversal Journals from Recurring Journals:

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.

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.

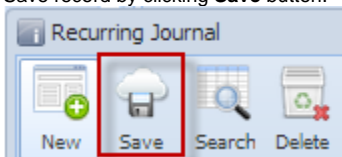5. Add accounts to the grid, enter **debit** or **credit** amount and other information needed.

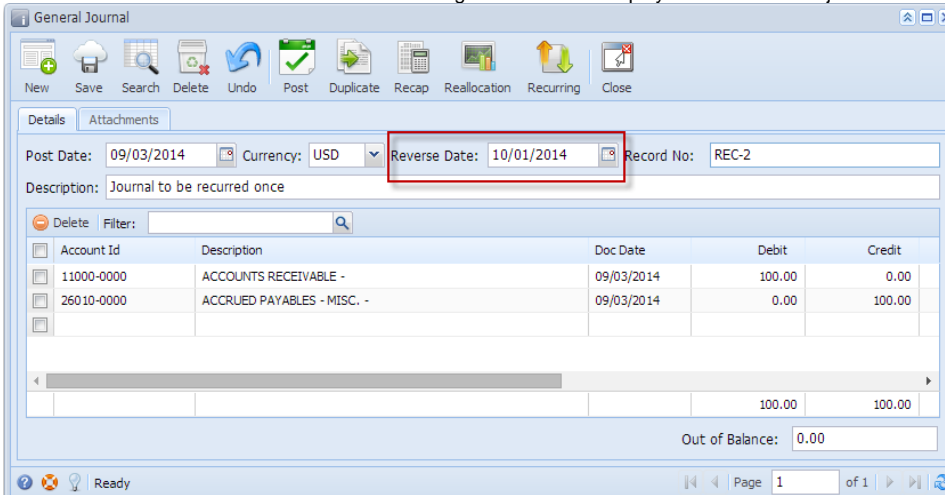6. Save record by clicking **Save** button.

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.

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