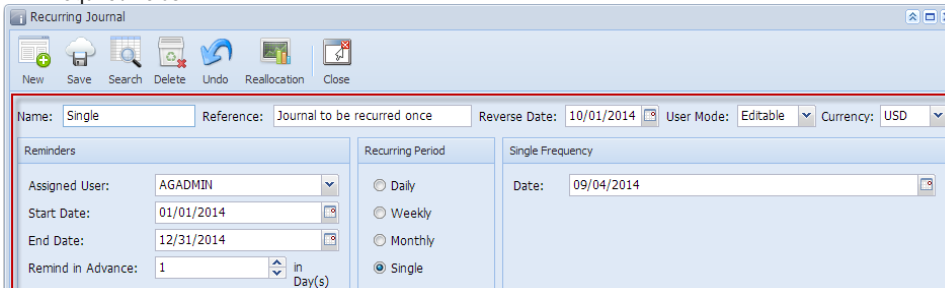


How to Setup a Recurring Journal to Create Reversal Journal

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

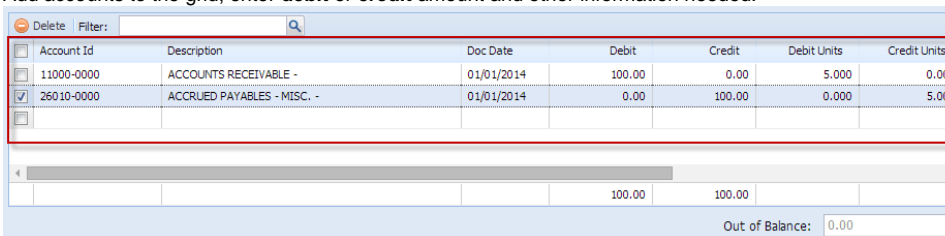
1. Click **Recurring Journal** from **General Ledger > Maintenance** menu. If there's no existing record, **Search Recurring Journal** screen will open. Otherwise, **Recurring Journal** screen will open.
2. If Search Recurring Journal screen opens, click **New** toolbar button to open blank Recurring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

Reverse Date: 10/01/2014

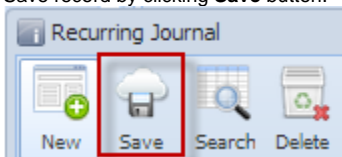
5. Add accounts to the grid, enter **debit** or **credit** amount and other information needed.



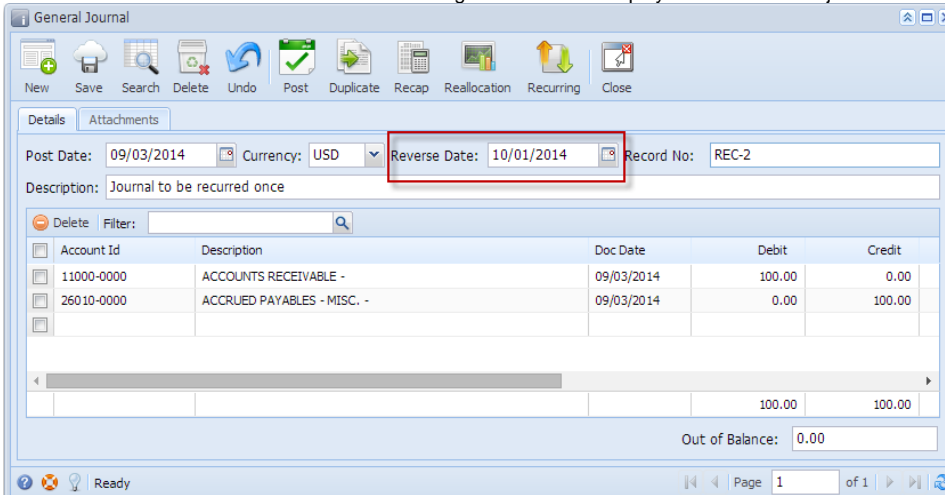
Account Id	Description	Doc Date	Debit	Credit	Debit Units	Credit Units
11000-0000	ACCOUNTS RECEIVABLE -	01/01/2014	100.00	0.00	5.000	0.000
26010-0000	ACCRUED PAYABLES - MISC. -	01/01/2014	0.00	100.00	0.000	5.000
			100.00	100.00		

Out of Balance: 0.00

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.



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
			100.00	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**.

General Journal

New Save Search Delete Undo Unpost Duplicate Recap Reallocation Recurring Close

Details Attachments

Post Date: 10/01/2014 Currency: USD Reverse Date: Record No: REV-2

Description: Reversing transaction for REC-2

Delete Filter:

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
			100.00	100.00

Out of Balance: 0.00

Posted Page 1 of 1