

Recurring Journal Entries

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Daily > Recurring Journal Entries

This is a list of journal entry batches that are to post on a schedule. Typically these are posted at the beginning of a month or the end of a month. Each month, the same journal entry (same G/L accounts and amounts) will post upon reset of the new month. To post a similar journal entry or a reversal of a prior journal entry, see [Clone](#).

Creating a recurring journal entry. The menu option is Daily > Recurring Journal Entries. Click New, enter the journal entry information, click the Transactions button to enter the journal entry lines, and click Save.

ID: A unique name for the entry.

Description: An optional description for the entry.

Source: The two character [source](#) that will be assigned to this batch upon post.

Frequency: Determines how often the entry is to be posted.

Next post date: Displays the next date this entry is to be posted. The next post date is calculated based on the frequency and the last date posted. The next post date is only for the purpose of a screen reminder; and you will have the option to confirm the post or bypass the post upon reset of the next month.

Nbr times posted: Displays the number of times this entry has been posted.

Specify number of times to post: Allows you to specify a number of times to post an entry.

Remove when number of times is reached: Deletes the recurring entry so that no entries in the future will be posted. This does not delete any batches that have already been posted, but only the schedule for future entries.

Post to: Determines the default period to post to. Select Current period to post to the new month, upon reset. Select Prior Period to post to the old month upon reset.

Transactions: Defines individual transactions or line items of the entry. This includes debit/credit amount, account number, and comments. See [Journal Entry](#) for more details.

Edit: An existing recurring journal entry can be edited by highlighting the journal entry line and selecting Edit. Only one entry can be edited at a time. Checking multiple boxes under "To be posted?" will not highlight the rows and can only be used for manually posting recurring journal entries.

Posting a recurring journal entry

Recurring entries will default to post when you reset the accounting period every month. You will have the opportunity to check or uncheck those you want to post.

Create Batch: Allows you to create a journal entry batch by selecting one or more recurring batches (by checking the batch lines) and click Create Batch. You can see this batch/es under Daily > Journal Entry Batches.

If you wish to manually post recurring entries, go to Daily > Recurring Journal Entries. Entries will default to post if the next post date is today or in the past. You may click on Log at any time to see when the selected journal entry was last posted. Once the log is displayed, you may double-click on a line to see the entry detail. To manually post one or more journal entry batches, click on the checkbox/es on the journal entry lines you wish to post, set the accounting period and date, and click Post.
