

How to Create Recurring Entries

This video will show users how to Create Recurring Entries.

Navigate to Accounting, Recurring Entries.
Right Click to Confirm, or Reopen from List View.

STEP-BY-STEP:

1. Go to Accounting menu
2. Select Recurring Entries
3. Click "Create Recurring Entries" for a new document
4. Fill in the header's information, those in red color or marked with red x are mandatory fields
5. Enter the entries' line, select an Account, fill in the Memo, and value for Debit / Credit, then press Enter.
6. Make sure the lines' total values for Debit & Credit are balanced.
7. Click "Confirm Recurring Entries" to approve and confirm the document.

User can reopen the document if need to modify the entries.

Note: editing the document can only be done if none of the Recurring Entries has been confirmed or posted.

8. In the Account Streams tab, user can view the Recurring Entries generated by the system for the selected period.
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