
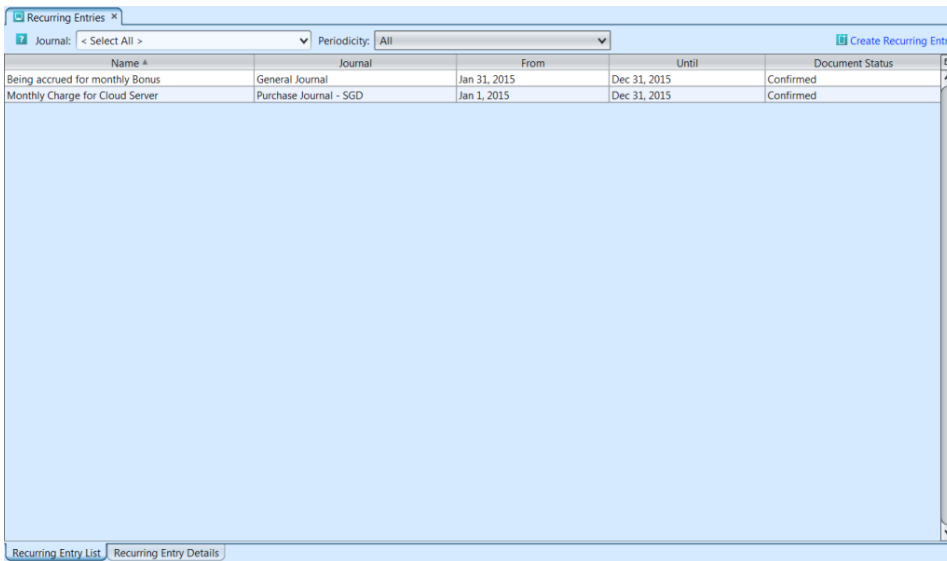


Recurring Entries

A recurring journal entry is a journal entry that is recorded in every accounting period. For example, a company issuing monthly financial statements might record rental by debiting Rental Expense for \$1000 and crediting Supplier for \$1000 each and every month. Below actions are available under **“Recurring Entries”**:

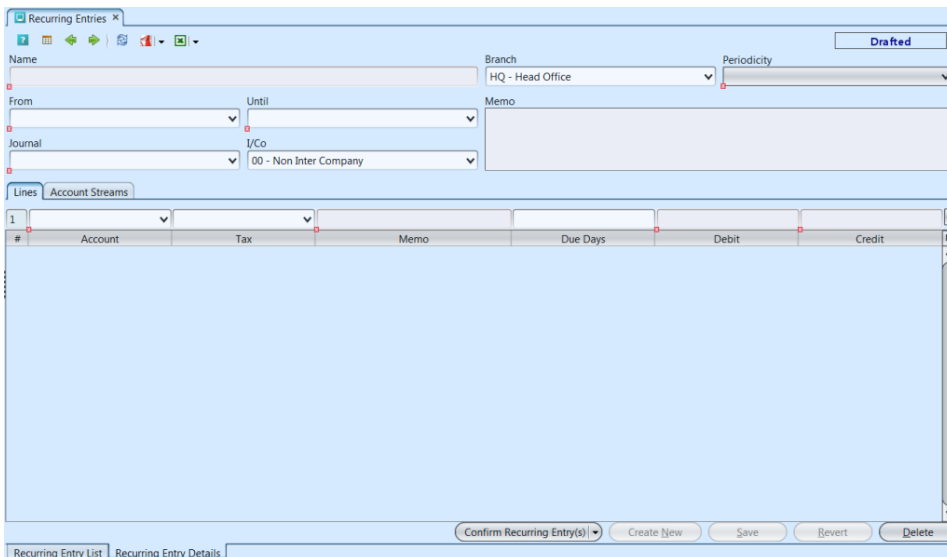
 Create new recurring entry; update and delete records.



The screenshot shows a software window titled "Recurring Entries". At the top, there are dropdown menus for "Journal:" (set to "< Select All >") and "Periodicity:" (set to "All"). A "Create Recurring Entry" button is visible in the top right. Below these is a table with the following data:

Name	Journal	From	Until	Document Status
Being accrued for monthly Bonus	General Journal	Jan 31, 2015	Dec 31, 2015	Confirmed
Monthly Charge for Cloud Server	Purchase Journal - SGD	Jan 1, 2015	Dec 31, 2015	Confirmed

At the bottom of the window, there are tabs for "Recurring Entry List" and "Recurring Entry Details".



The screenshot shows the "Recurring Entry Details" form. It includes several input fields and dropdown menus:

- Name:** (text input)
- Branch:** (dropdown menu, set to "HQ - Head Office")
- Periodicity:** (dropdown menu)
- From:** (date input)
- Until:** (date input)
- Journal:** (dropdown menu)
- I/Co:** (dropdown menu, set to "00 - Non Inter Company")
- Memo:** (text area)

Below these fields is a section for "Lines" with a sub-tab for "Account Streams". It contains a table with the following columns: #, Account, Tax, Memo, Due Days, Debit, and Credit. The table is currently empty.

At the bottom of the form, there are buttons for "Confirm Recurring Entry(s)", "Create New", "Save", "Revert", and "Delete".

Field Name	Description	Mandatory Information
Name	Name of the recurring entries	Y
Branch	Name of the company's branch	Y
Periodicity	The quality or character of being periodic; the tendency to recur at intervals.	Y
From	Start date	Y
Until	End date	Y
Journal	Select the journal for the recurring entries	Y
Memo	A memorandum for the recurring entry	Y
Lines – Account	Account of recurring entry	Y
Lines – Tax	Tax of recurring entry	N
Lines – Memo	A memorandum for the selected account	Y
Lines – Due Days	Recurring entry due in how many days	N
Lines – Debit	Debit value of the recurring entry	Y
Lines – Credit	Credit value of the recurring entry	Y

Create New Recurring Entry


1. Click **“Create Recurring Entry”** at the top right side of **“Recurring Entry List”** tab, it will open

“Recurring Entry Details” tab with new form

Name ^	Journal	From	Until	Document Status
Being accrued for monthly Bonus	General Journal	Jan 31, 2015	Dec 31, 2015	Confirmed
Monthly Charge for Cloud Server	Purchase Journal - SGD	Jan 1, 2015	Dec 31, 2015	Confirmed

2. Fill up recurring entry’s information at the top half of screen

3. Click **“Save”** button at the bottom right side of screen to save

4. Enter the recurring entry’s info in **“Lines”** tab and click  button to add the entry into the recurring entry document

#	Account	Tax	Memo	Due Days	Debit	Credit
1						

5. Repeat step 4 to add more entries into the recurring entry document

6. Click **“Confirm Recurring Entry(s)”** button at the bottom right side of screen and click **“Yes”** button to confirm

7. Once confirmed, account streams entries will be automatically created according to the selected periodicity (e.g. monthly) and displayed in the **“Account Streams”** tab. Account streams entry would need to be confirmed / posted from Accounts – Account Streams transaction

From Date : ^	Debit	Credit	Document Status
01-Jan-2015	\$532.71		Posted
01-Jan-2015	\$37.29		Posted
01-Jan-2015		\$570.00	Posted
01-Feb-2015	\$532.71		Posted
01-Feb-2015	\$37.29		Posted
01-Feb-2015		\$570.00	Posted
01-Mar-2015	\$532.71		Posted
01-Mar-2015	\$37.29		Posted
01-Mar-2015		\$570.00	Posted
01-Apr-2015	\$532.71		Drafted
01-Apr-2015	\$37.29		Drafted
01-Apr-2015		\$570.00	Drafted
01-May-2015	\$532.71		Drafted
01-May-2015	\$37.29		Drafted
01-May-2015		\$570.00	Drafted
01-Jun-2015	\$532.71		Drafted
01-Jun-2015	\$37.29		Drafted
01-Jun-2015		\$570.00	Drafted
01-Jul-2015	\$532.71		Drafted

Update Recurring Entry Details

1. Double click on recurring entry to be updated, it will bring up the selected entry details on the **"Recurring Entry Details"** tab
2. Click **"Save"** button at the bottom right side of the screen when done with the updates

Delete Recurring Entry

1. Double click on recurring entry to be deleted, it will bring up the selected recurring entry on the **"Recurring Entry Details"** tab
2. Click on **"Delete"** button at the bottom right side of screen
3. Click on **"Yes"** button on the pop-up window to confirm recurring entry deletion

Please note that a recurring entry that has generated account streams that have been posted cannot be re-opened/deleted. What the user can do is to not confirm and post them.

