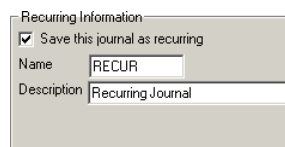


## RECURRING JOURNAL ENTRIES

Recurring journals can be created from any journal. Recurring adjustments, payroll, or end-of-period entries are examples of journal entries you may want to recall at a future time. You can make changes to a recurring journal when you use it in a new batch, which you might need to do if you want to change specific amounts, enter additional distributions, or delete distributions. These changes will not affect the original recurring journal (unless you choose to do so).

If you want to save a journal entry for future use (standard journal entry), place a ✓ in the *Save this journal as recurring* checkbox and assign a *Journal Name* and *Description*. When you post the batch, the journal will be saved for future use.



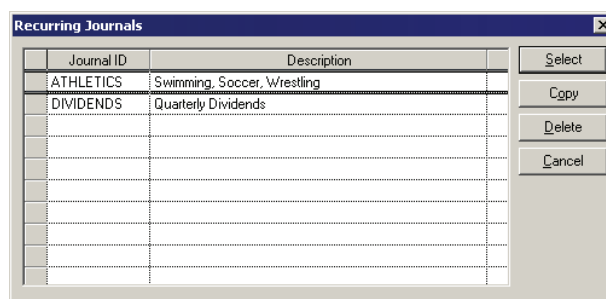
The image shows a dialog box titled "Recurring Information". It contains a checked checkbox labeled "Save this journal as recurring". Below the checkbox are two text input fields: "Name" with the value "RECUR" and "Description" with the value "Recurring Journal".

Figure 5-14. Reversing Information area.

## Retrieve a Recurring Journal

To retrieve a recurring journal, click the **Recur** button in the **General Ledger Posting Batch** (figure 5-3). A list of the recurring journals will display in the **Recurring Journals** dialog.

- To select the journal you want to post, highlight the row and then click the **Select** button.
- To copy a journal to create a new one based on it, highlight the row and then click the **Copy** button.
- To delete a recurring journal, highlight the row and then click the **Delete** button.
- To cancel selection of a recurring journal and close the **Recurring Journals** dialog, click the **Cancel** button.



The image shows a dialog box titled "Recurring Journals". It contains a table with two columns: "Journal ID" and "Description". The table has two rows of data: "ATHLETICS" with description "Swimming, Soccer, Wrestling" and "DIVIDENDS" with description "Quarterly Dividends". To the right of the table are four buttons: "Select", "Copy", "Delete", and "Cancel".

Journal ID	Description
ATHLETICS	Swimming, Soccer, Wrestling
DIVIDENDS	Quarterly Dividends

Figure 5-15. Recurring Journals.

## Edit the Journal

Once you select a recurring journal, the batch will display the journal with each account number and amount that was previously posted in the batch. You can edit the batch and change the amounts accordingly. For example, you might add additional accounts to the batch or remove accounts if they are not required in the batch. If you do not need an account in this batch, you cannot simply change its amount to zero. The account number must be removed from the batch. To do this, highlight the account row in the **General Ledger Posting Journal Entries** Tab and then click the **Delete** button.

## Determine Whether or Not to Save Changes

You can make changes to a recurring journal that you retrieved to post in a batch. When you save a journal entry that is an altered recurring journal, you will see the following message:

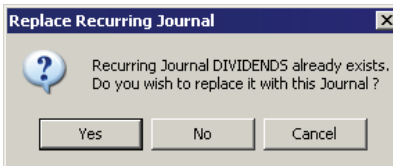


Figure 5-16. Senior Duplicate Data Message.

- If you click the **Yes** button, then the original recurring journal will be overwritten with the accounts, amount and references in this journal.
- If you click the **No** button, this revised journal will post with the edited accounts, amount and references, but when you post it will not overwrite the original batch.
- Click the **Cancel** to ignore the message and continue editing the batch.