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Tammy Mason - 2017-09-18 - in Accounting

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Do you find you are making the same journal entries each month? If so you can set these up under recurring Journal Entries.

Each journal entry may be set to occur weekly or monthly. Each amount may be fixed or it may vary from month to month.

Recurring Journal Entries allows you to preset the GL's that are affected and have the choice of a fixed dollar amount defaulting in or a variable amount that you will type in at the time of posting the recurring journal entry.

You may also indicate whether the journal entry should be reversed *after G/L Month-End Clearing*. A report of the recurring entries you have set up is available through the G/L Reports Menu.