

Financials
 Current Processing
 Recurring Journal Generation
 Sage X3 Help Sheet





Recurring Journal Generation – Financials>Current Processing>Recurring Entries (VALABT)

This function can be used to automatically recreate journals that have the same entries each period.

The recurring journals are entered in Financials>Journals>Journal entry with a document type that allows the creation of templates. Usually this is "GLTEP".

0000											
Site *	D	ocument Type *		Number			Date *				
B10	Q 🖬 d	iltep 📘	Q 📼	ZC1802B1000	0010	Q III	20/02/18	ť	1		Delete
Journal *	FP Main Mf	tegory *	Template			Status *	Transaction				Cancel
GL1	Q 📼 T	emplate			-	Temporary -	STDCO				Cancer
	G/L Entry										Currency
leader Line	S									⊙ ∡	Zooms
leader Line Description by De Recurring Journal	S efault I Def Revenue										Cooms Payment Invoice Transaction
Header Line Description by De Recurring Journal Dates	S efault I Def Revenue				Currency						Cooms Payment Invoice Transaction Reversing
Header Line Description by De Recurring Journal Dates Entry Date	S efault I Def Revenue	Default ope	en item		Currency Rate Type *	Rate Dat	e	Currency *			Cooms Payment Invoice Transaction Reversing Intercompany entrie
leader Line Description by Dr Recurring Journal Dates Entry Date 20/02/18	S efault I Def Revenue	Default ope 20/02/18	en item		Currency Rate Type * Monthly Rate	Rate Dat 20/02/11	e 3 mm	Currency * GBP	2 3		Coms Payment Invoice Transaction Reversing Intercompany entrie Final number
Header Line Description by Dr Recurring Journal Dates Entry Date 20/02/18 Value Date	s efault I Def Revenue	Default ope 20/02/18	en item	Ē	Currency Rate Type * Monthly Rate	Rate Dat ♥ 20/02/11	e 3 (11)	Currency * GBP	Di Cal Bri pound		Coms Payment Invoice Transaction Reversing Intercompany entrie Final number Selection
leader Line Description by Dr Recurring Journal Dates Entry Date 20/02/18 Value Date 20/02/18 20/02/18	s efault I Def Revenue	Default ope 20/02/18	en item	<u>m</u>	Currency Rate Type * Monthly Rate	Rate Dat ~ 20/02/11	e 3	Currency * GBP	Di Di Dund		Coons Payment nvoice Transaction Reversing Intercompany entrie Final number Selection Advanced selection
Header Line Description by D. Recurring Journal Dates Entry Date 20/02/18 Value Date 20/02/18	s efault I Def Revenue	Default ope	en item	m	Currency Rate Type * Monthly Rate	Rate Dat ← 20/02/11	e 3 (11)	Currency * GBP	Bri pound		Coms Coms

The journal is entered exactly the same as a normal journal but the document type would be set to "GLTEP" and the category will be set to "Template".

A template journal does not affect the general ledger balances.

Recurring entries	All > Parameters > Financials > Accounting forms	🕄 Close r
Recurring entry Description Short	Recurring entries	SAGE New Save
DEFREV Deferred Revenua Def F INSURANCE INSURANCE INS	Recurring entry *	Create
	Header Generation General Characteristics	Cancel ⊙ ▼ []
	Short title Start date End date	Actual Simulation
	I created a contract of the creation of the cr	 Selectic Utilities Help
	Frond O Variable Q C	
	Distribution * Amount Total Amount	
۲ د د د د د د د د د د د د د د د د د د د		

- In Parameters>GL Accounting> Recurring Entries some additional set up is carried out as shown above.
- The set up specifies the start and end date, the frequency and the journal template that will be used.





Recurring entry *		
DEFREV Q C Deferred	Revenua 🖂	Active
Generation		
Actual Generation	Formulas	
Document Type 🖈	Reference Formula	
GEN01 Q, 🖼		
General	Formula Title	
Journal *	Formula Hue	
GL1 L QUE		
General Leager Entry		
Last Documents		
Actual / simulated journal	Document	Accounting Date

The document type and the journal created on creation is also configured on the generation tab.

Once the setup is complete, to generate the journal, navigate to Financials>Current Processing>Recurring Entries

Recurring entrie	es
CRITERIA	
All companies	Company * Legislation * GB10 Q: BRI GB Discrete UR
☑ All sites	Site *
All Users	User ★ → ADMIN Q : System Administrator
Journal Start Code	Journal End Code Until
Generation Type	Distribution Status
 Actual 	 Temporary
 Active Simulation 	O Final
O Inactive Simulation	
Document Type	Journal 🖌 🖌 Log file

- Enter the company and the sites, tick all users and leave the journal start and end code blank to include all journals in the generation.
- ▶ In the "until box" enter the period end date.
- In the generation section decide on the type of journal you would like to create. Active simulation journals can first be generated to check the postings in the general ledger. The process can be repeated as many times as necessary as each time it is run the simulation journals are automatically deleted.
- To create the actual postings you must select the "actual" generation type. X3 will only ever generate an actual version of the recurring journal once using the document type entered when the recurring entry was created.





• On clicking OK, a log file will be produced providing details of the journals created, it will also give details of any previous simulation journals that have been deleted as can be seen below.



