

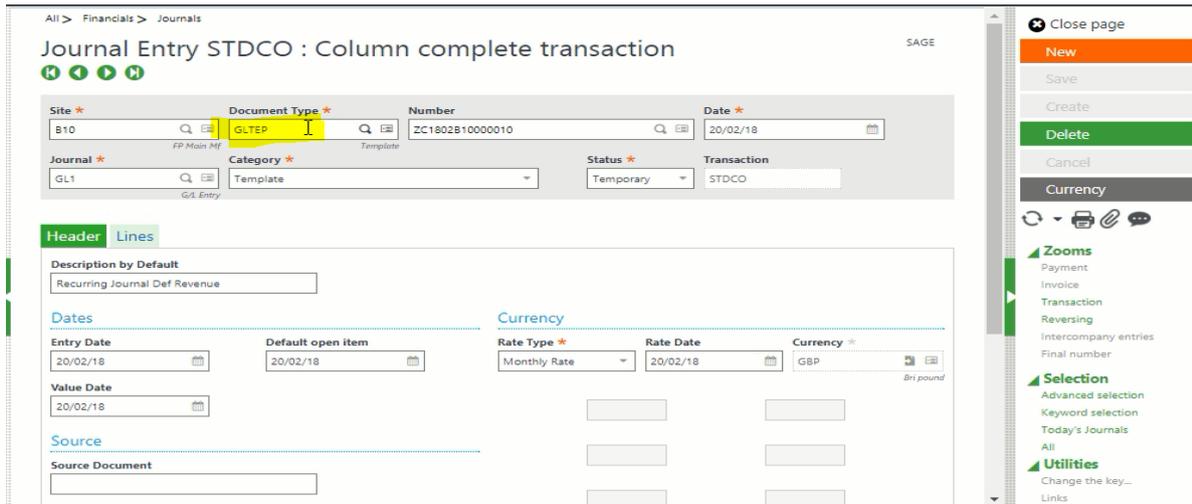
▶ **Financials**
Current Processing
Recurring Journal Generation
Sage X3 Help Sheet



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

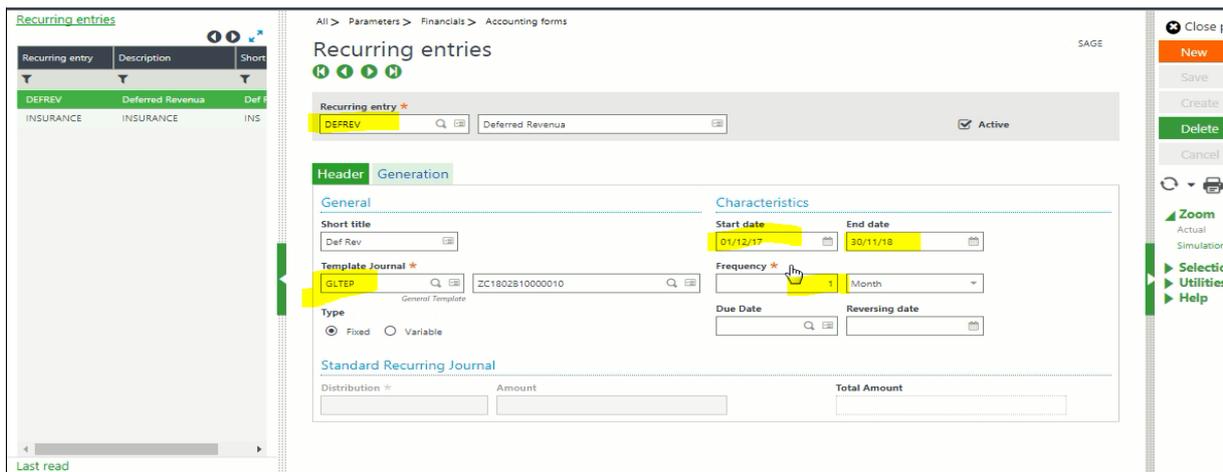
This function can be used to automatically recreate journals that have the same entries each period.

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



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.



▶ 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.

All > Parameters > Financials > Accounting forms

Recurring entries

Recurring entry * DEFREV Deferred Revenue Active

Header **Generation**

Actual Generation

Document Type * GEN01
Journal * GL1

Formulas

Reference Formula
Formula Title

Last Documents

Actual / simulated Journal	Document	Accounting Date
SMD01	SMG1712B1000001	01/12/17

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 entries

CRITERIA

All companies Company * GB10 Legislation * BRI

All sites Site *

All Users User * ADMIN

Journal Start Code Journal End Code Until

GENERATION

Generation Type: Actual, Active Simulation, Inactive Simulation

Distribution Status: Temporary, Final

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.

All > Sales > Shipments

Log reading F3674

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20/02/18 17:08:12 (ADMIN) Recurring Journal Generation	
1	Recurring Journal Generation
2	-----
3	DEPREV Deferred Revenue
4	Journal Cancellation SMD01 SMD1712B1000001
5	Journal Creation GEM01 201712B10000011 01/12/2017
6	-----
7	INSURANCE INSURANCE
8	-----
9	
10	Normal end of log file 20/02/18 17:08:12
11	