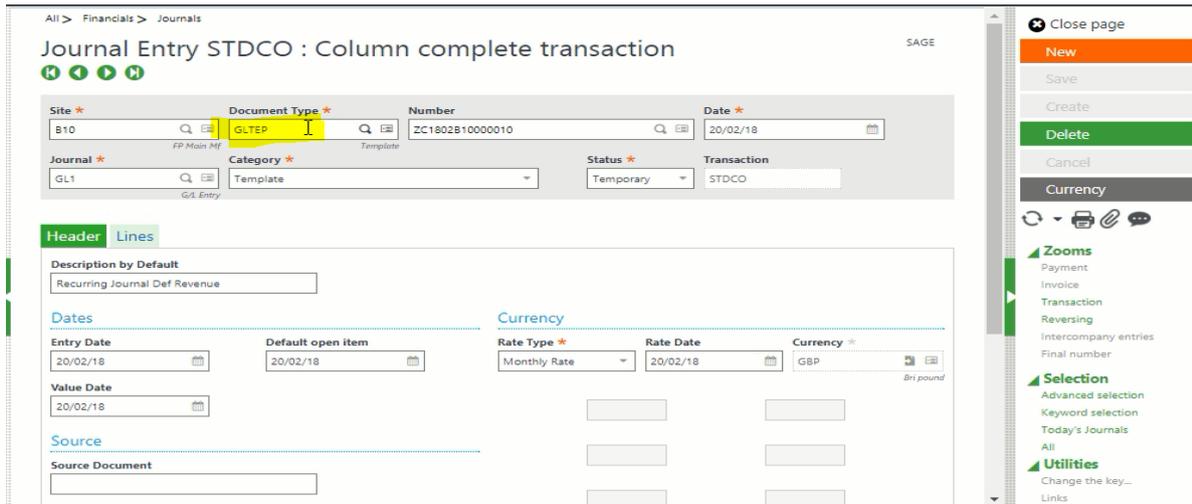**Financials**

Current Processing

Recurring Journal Generation

Sage X3 Help Sheet

Recurring Journal Generation – Financials>Current Processing>Recurring Entries (VALABT)
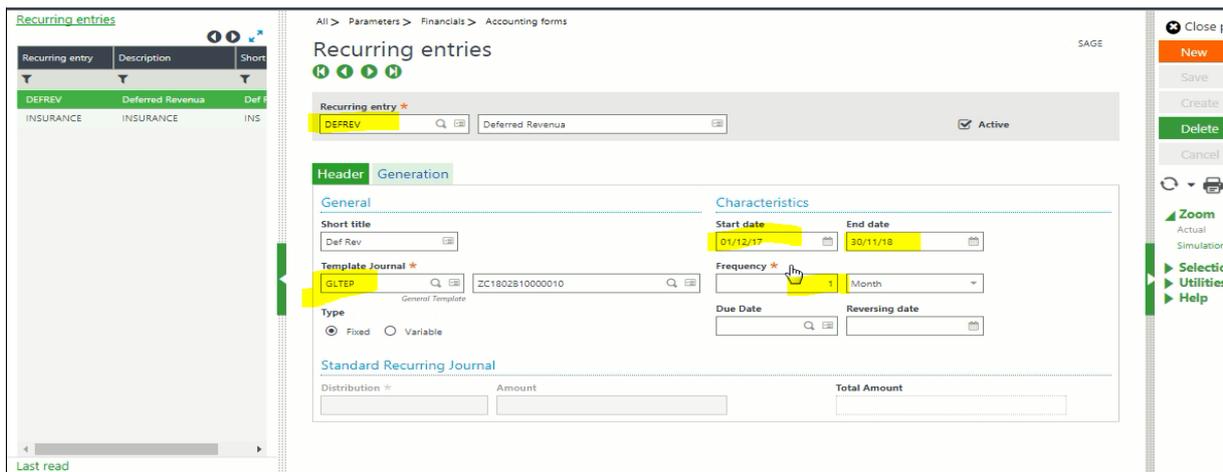
This function can be used to automatically recreate journals that have the same entries each period.

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.

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

▶ 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.