Recurring vs Standard Journal Entries

Recurring Journal Entries

Recurring Journal Entries are used to enter journal entries that are a fixed amount that repeat each period, such as depreciation and amortization. Once set up, you can select the journals based on the Source Journal Code, user defined Cycle Code or Reference number.

TO CREATE A RECURRING JOURNAL ENTRY:

From the General Ledger Main menu, select Recurring Journal Entry.

Enter a Source Journal code, example: RJ for Recurring Journal. Then enter a Reference ID. Note: The Reference ID is user defined, there is no lookup table.
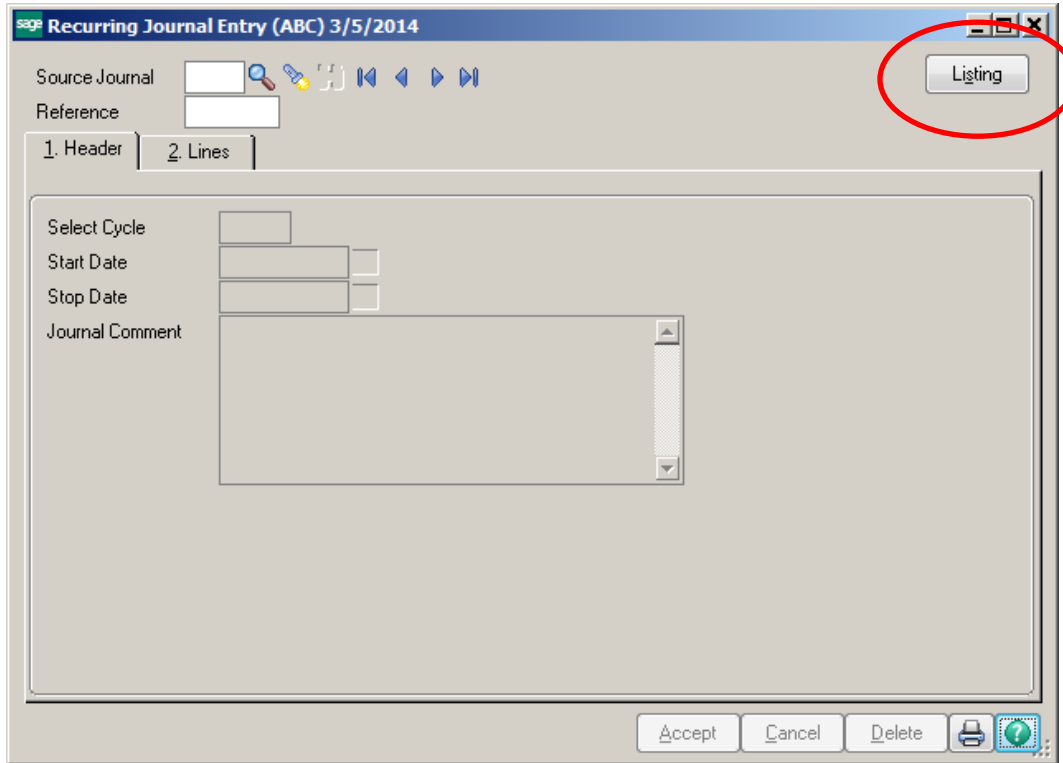
In the Select Cycle field, enter the posting cycle for this journal entry. Enter a Start Date and Stop Date if you would like to restrict the use of the transaction based on this date range. **Note:** These fields are not required. Enter a journal Comment.

Click on the Lines tab. Enter the General Ledger accounts and amounts that this entry should be posted to. Then click Accept.

To print a List of your Recurring Journal Entries, click on the Listing button on the Recurring Journal Entry Screen.

To run the Recurring Journal Entries, select Recurring Journal from General Ledger Main. Enter the Posting Date in the General Ledger Posting Date field.

Enter the Source Journal, Cycle or Reference Number you want to select. Note: You can leave the default to ALL if you would like to select all journals. Click Proceed.

The Recurring Journal will print.


```
ABC_GL_RecurringJournal_20140305_000.PDF - Adobe Acrobat                                                    _ |8|x|
File   Edit   View   Window   Help   GoFileRoom TaxTools                                                              x
```

Recurring Journal
Journal Posting Date: 2/28/2014

ABC Distribution and Service Corp. (ABC)

Source Journal	Reference Number	Journal Number	Select Cycle	Start Date	Stop Date	Posting Date	User Updated Logon	Journal Comment		
AP	LONPAY	000003	99			2/28/2014	DefaultUser			
Account Number				**Description/Comment**					**Debit**	**Credit**
275-01-00				Loan payable to Bank 1					833.33	
275-02-00				Loan payable to Bank 2					1,333.33	
200-02-00				Accounts payable - other						2,166.66
								Journal AP-000003 Totals:	2,166.66	2,166.66
AP	MTHEXP	000004	99			2/28/2014	DefaultUser			
Account Number				**Description/Comment**					**Debit**	**Credit**
450-02-01				Freight - East					2,558.49	
450-02-02				Freight - West					1,136.63	
515-00-03				Building maintenance					749.35	
525-00-03				Equipment maintenance					106.86	
530-00-03				Insurance expense					392.29	
535-00-03				Warehouse supplies					608.92	
540-00-03				Telephone expense					551.99	
545-00-03				Utilities					335.98	
555-00-03				Rent					4,986.57	
560-00-03				Truck expenses					908.27	
565-00-03				Miscellaneous expense					111.48	
625-01-01				Equipment maintenance - East					1,458.76	

If you have no changes, click Yes to update the Recurring Journal.

Sage 100 ERP

? Do you want to update the Recurring Journal?

Yes   No
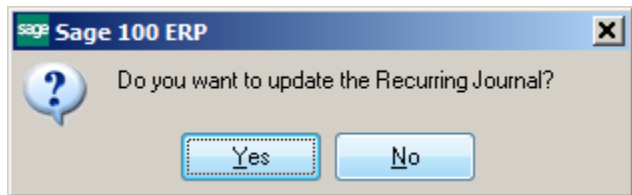
Standard Journal Entry

Standard Journal Entries are used to record entries that contain the same general ledger account numbers, but will use different amounts each time they are entered. Example: Payroll Accrual.

TO CREATE A STANDARD JOURNAL ENTRY:

From the General Ledger Main menu, select General Journal Entry.

Enter a Source Journal code, example: PR for Payroll Journal. Click on the # for the next Entry Number or assign an Entry Number. Enter Posting Date and a Journal Comment.

Click on the Lines tab and enter the General Ledger accounts and amounts for this entry.

Click on the Save Standard button.

Enter a Standard Journal code. This will be used to identify the Standard Journal. You can also enter a Description. Then click Accept.

You can now update your original entry.
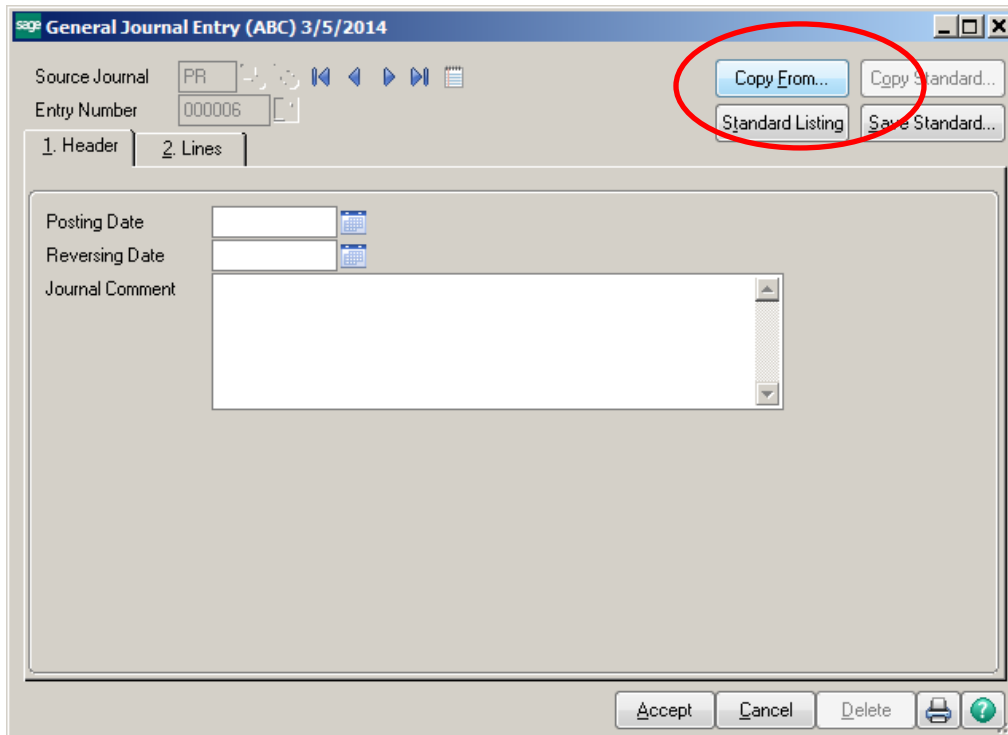
How to Use a Standard Journal Entry

From the General Ledger Main menu, select General Journal Entry.

Enter the Source Journal Code, then click on the # for the next Entry Number or assign an Entry Number. Click on the Copy From button.

Click on the Standard Journal radio button. Then click Ok.
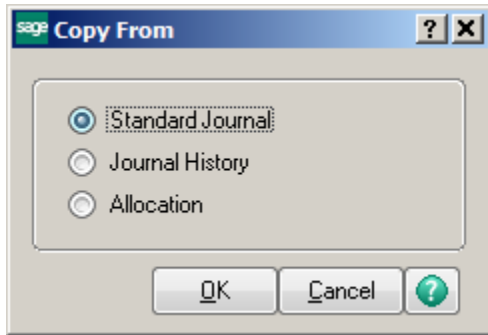
Choose the Standard Journal that you would like to use. Click Select.
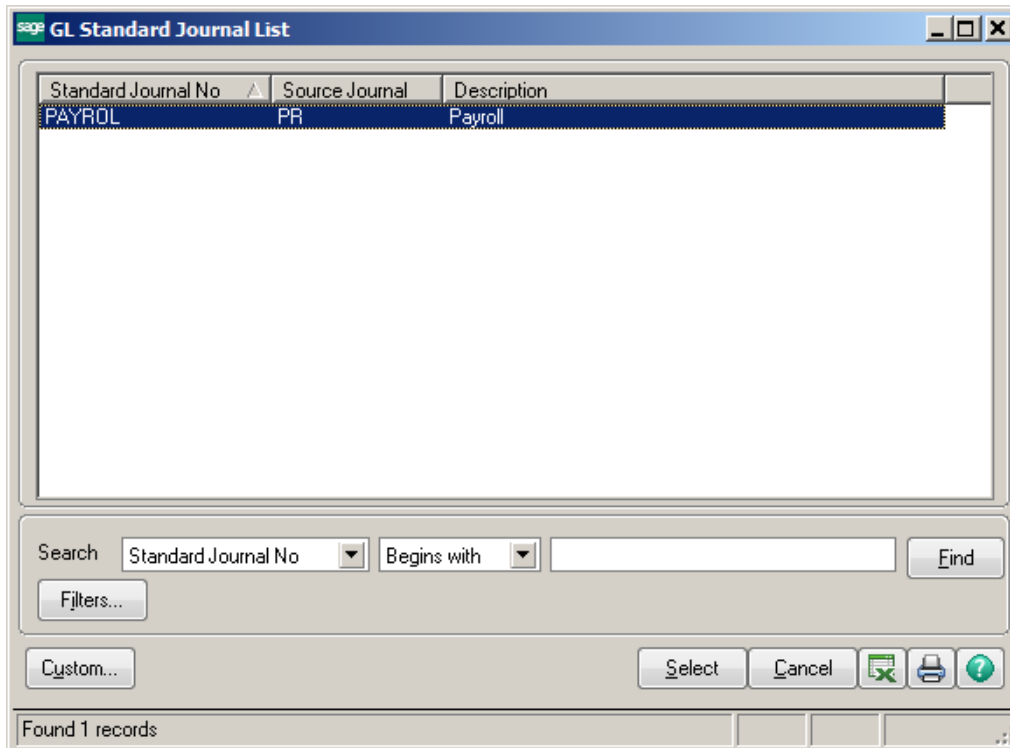
The journal will be selected. On the Header tab, confirm or change the posting date and Journal Comment.

On the lines tab, enter the dollar amounts for your journal. Once the amounts are entered, click Accept. Print the General Journal and Update.

How to Use Separators When Printing

Enter the customer numbers you would like to print using a comma as the separator.
Note: Do NOT put a space after the comma.

You can save the Report Setting by clicking the down arrow by the Save button. Choose Save As and then create a new Report Name. Click Ok.

Click the magnifying glass at the Report Setting field to see the reports that you have saved in the system.

Other Examples:

Inventory Stock Status Report
Sorted by Item Code

ABC Distribution and Service Corp.

Item Code /Description				Quantity						
Primary Vendor Number	Product Line	Product Type	Unit Of Measure	On Hand	On Purchase Order	On Sales Order	On Back Order	Available	Reorder Point	Ave Cc
2480-8-50 DESK FILE 8" CAP 50									Cycle:	
01-UNITED	FD&A	Finished Good	EACH	165.00	0.00	0.00	0.00	165.00	200.00	
6655 PRINTER STAND W/ BASKET									Cycle:	
01-CONT	PS&A	Finished Good	EACH	5.00	0.00	3.00	0.00	2.00	10.00	
8971 UNIVERSAL 5 1/4" SSDD FLEX DSK									Cycle:	
01-UNITED	FD&A	Finished Good	EACH	185.00	0.00	15.00	0.00	170.00	600.00	
			Report Total:	355.00	0.00	18.00	0.00	337.00		