

## 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.

The screenshot shows the SAP Recurring Journal Entry window. The title bar reads "SAP Recurring Journal Entry (ABC) 3/5/2014". The window contains several input fields: "Source Journal" (with a search icon), "Reference", "Select Cycle", "Start Date", and "Stop Date". There is also a "Journal Comment" text area. At the bottom, there are buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon. A "Listing" button is located in the top right corner.

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.

This screenshot is identical to the previous one, but with the "Source Journal" field containing the value "RJ" and the "Reference" field containing the value "DEPR".

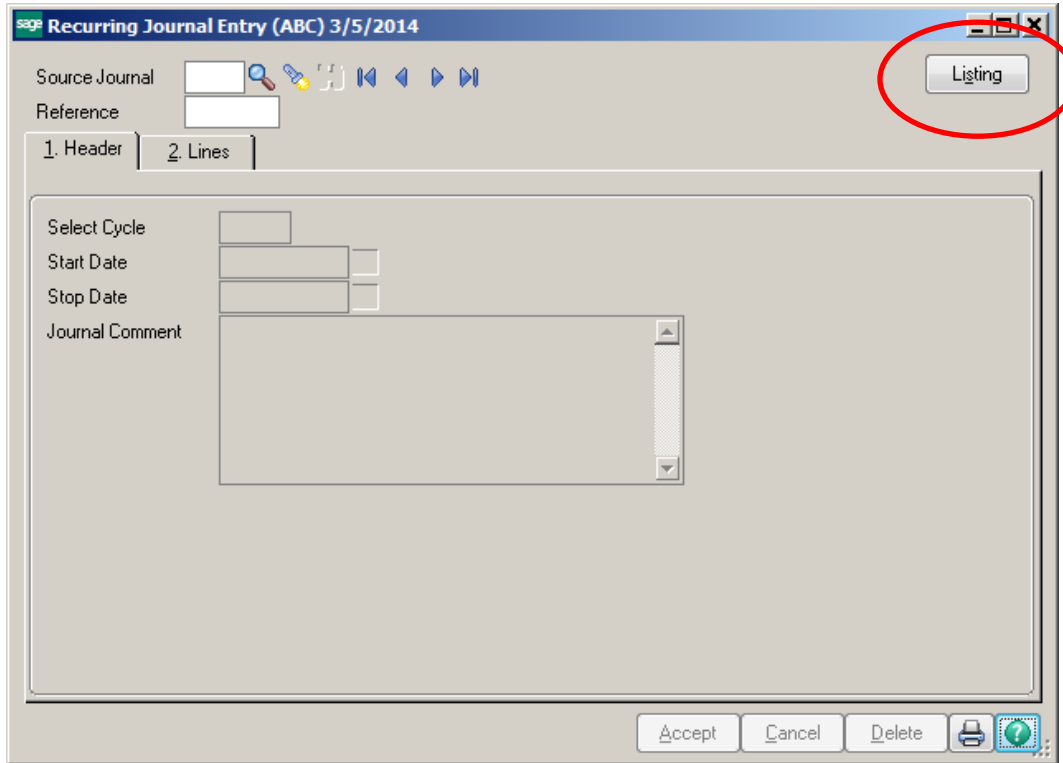
In the Select Cycle field, enter the posting cycle for this journal entry. Enter a Start Date and Stop Date if you would like to restrict the use of the transaction based on this date range. **Note:** These fields are not required. Enter a journal Comment.

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

	Account No.	Debit	Credit	Comment
1	620-01-00	250.00	.00	To record montly depreci...
2	620-01-01	1,558.00	.00	To record montly depreci...
3	620-01-02	300.00	.00	To record montly depreci...
4	165-01-00	.00	2,108.00	To record montly depreci...
5		.00	.00	To record montly depreci...

Debits: 2,108.00    Credits: 2,108.00    Net Balance: .00

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



**Recurring Journal Listing** ABC Distribution and Service Corp. (ABC)

Source Journal	Reference Number	Select Cycle	Start Date	Stop Date	Journal Comment
AP	LONPAY	99			
<b>Account Number</b>		<b>Description/Comment</b>		<b>Debit</b>	<b>Credit</b>
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
				<b>Journal AP-000003 Totals:</b>	<b>2,166.66</b>
<b>Account Number</b>		<b>Description/Comment</b>		<b>Debit</b>	<b>Credit</b>
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	
625-01-02		Equipment maintenance - West		1,363.47	
630-01-01		Insurance - East		2,537.32	
630-01-02		Insurance - West		1,069.77	
635-01-01		Warehouses supplies - East		3,853.07	
635-01-02		Warehouses supplies - West		1,710.49	
640-01-01		Telephone expense - East		5,289.89	
640-01-02		Telephone expense - West		3,967.96	
645-01-01		Utilities - East		4,477.70	
645-01-02		Utilities - West		1,834.23	

Current Page No.: 1      Total Page No.: 1+      Zoom Factor: 100%

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

Current General Ledger Period: 05 Ending: 5/31/2010  
General Ledger Posting Date: 2/28/2014  
Print Full Comments:

Notice: This General Ledger posting date falls into a future General Ledger period.

HP LaserJet P2055d UPD PCL 6 [Print] [Preview] [Setup]

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.

SelectField	Operand	Value
Source Journal	All	
Cycle	All	
Reference Number	All	

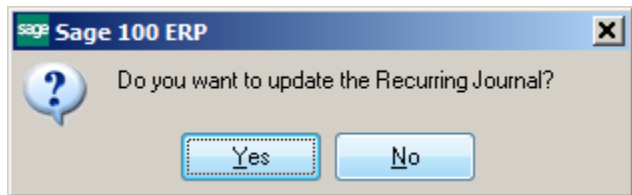
[Proceed] [Cancel]

The Recurring Journal will print.

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		
		<b>Account Number</b>					<b>Description/Comment</b>	<b>Debit</b>	<b>Credit</b>
		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
							<b>Journal AP-000003 Totals:</b>	<b>2,166.66</b>	<b>2,166.66</b>
AP	MTHXP	000004	99			2/28/2014	DefaultUser		
		<b>Account Number</b>					<b>Description/Comment</b>	<b>Debit</b>	<b>Credit</b>
		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.



## 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.

The screenshot shows the 'General Journal Entry' window. The title bar reads 'General Journal Entry (ABC) 3/5/2014'. The 'Source Journal' field is empty, and the 'Entry Number' field is also empty. There are navigation buttons (back, forward, search) and utility buttons ('Copy From...', 'Copy Standard...', 'Standard Listing', 'Save Standard...'). The '1. Header' tab is selected. The 'Posting Date' and 'Reversing Date' fields are empty. The 'Journal Comment' field is empty. At the bottom, there are 'Accept', 'Cancel', 'Delete', and help icons.

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.

The screenshot shows the 'General Journal Entry' window with the following data entered: 'Source Journal' is 'PR', 'Entry Number' is '000004', 'Posting Date' is '2/28/2014', and 'Journal Comment' is 'Bi-Weekly Payroll'. The '1. Header' tab is selected. The 'Reversing Date' field is empty. At the bottom, there are 'Accept', 'Cancel', 'Delete', and help icons.

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

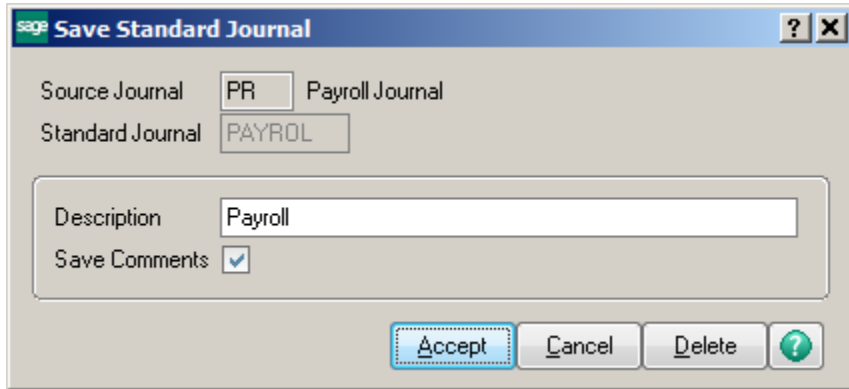
The screenshot shows the 'General Journal Entry (ABC) 3/5/2014' window. At the top, there are fields for 'Source Journal' (PR) and 'Entry Number' (000004). Below these are buttons for 'Copy From...', 'Copy Standard...', 'Standard Listing', and 'Save Standard...'. The 'Lines' tab is active, showing a table with columns: Account No., Debit, Credit, and Comment. The table contains 7 rows, all with 'Bi-Weekly Payroll' as the comment. Line 7 is selected. Below the table is a 'Description' field and a 'Quick Row' field with the value 7. At the bottom, there are summary fields for 'Debits' (30,491.91), 'Credits' (30,491.91), and 'Net Balance' (.00). Buttons for 'Accept', 'Cancel', and 'Delete' are at the bottom right.

	Account No.	Debit	Credit	Comment
1	101-02-00	.00	25,358.00	Bi-Weekly Payroll
2	225-01-00	.00	1,324.25	Bi-Weekly Payroll
3	225-02-00	.00	3,125.42	Bi-Weekly Payroll
4	225-03-00	.00	684.24	Bi-Weekly Payroll
5	500-00-03	29,167.66	.00	Bi-Weekly Payroll
6	610-01-00	1,324.25	.00	Bi-Weekly Payroll
7		.00	.00	Bi-Weekly Payroll

Click on the Save Standard button.

This screenshot is identical to the one above, but the 'Save Standard...' button in the top right corner is circled in red to indicate it should be clicked.

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



The screenshot shows a dialog box titled "Save Standard Journal" with the Sage logo in the top left corner. The dialog contains the following elements:

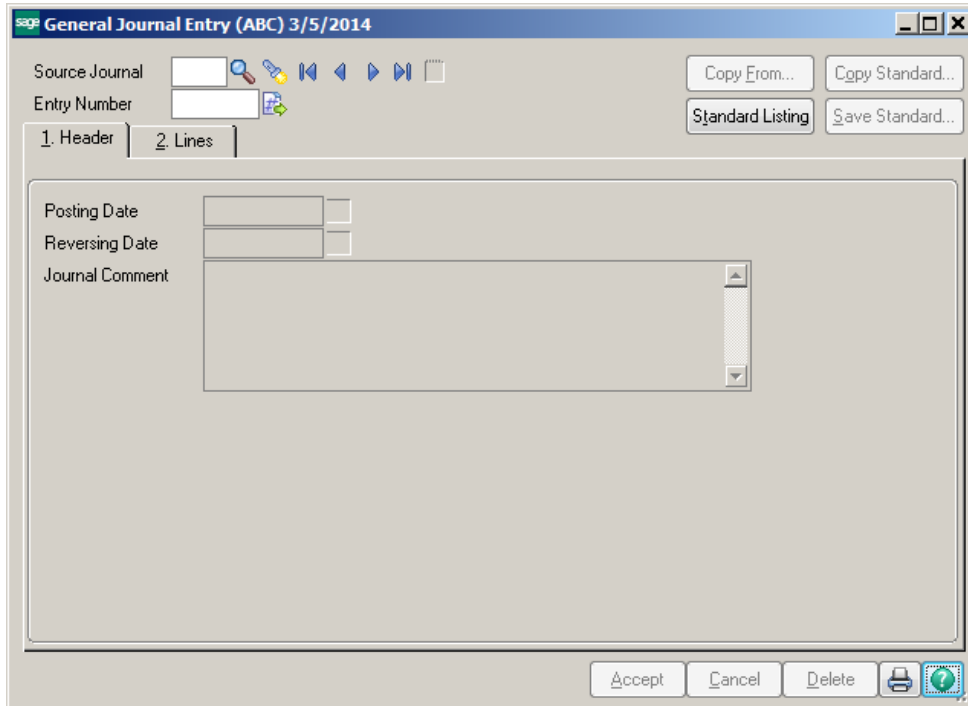
- Source Journal:** A dropdown menu showing "PR" with the label "Payroll Journal" to its right.
- Standard Journal:** A text input field containing "PAYROL".
- Description:** A text input field containing "Payroll".
- Save Comments:** A checkbox that is checked.
- Buttons:** Four buttons at the bottom: "Accept" (highlighted with a blue border), "Cancel", "Delete", and a help icon (a question mark in a green circle).

You can now update your original entry.



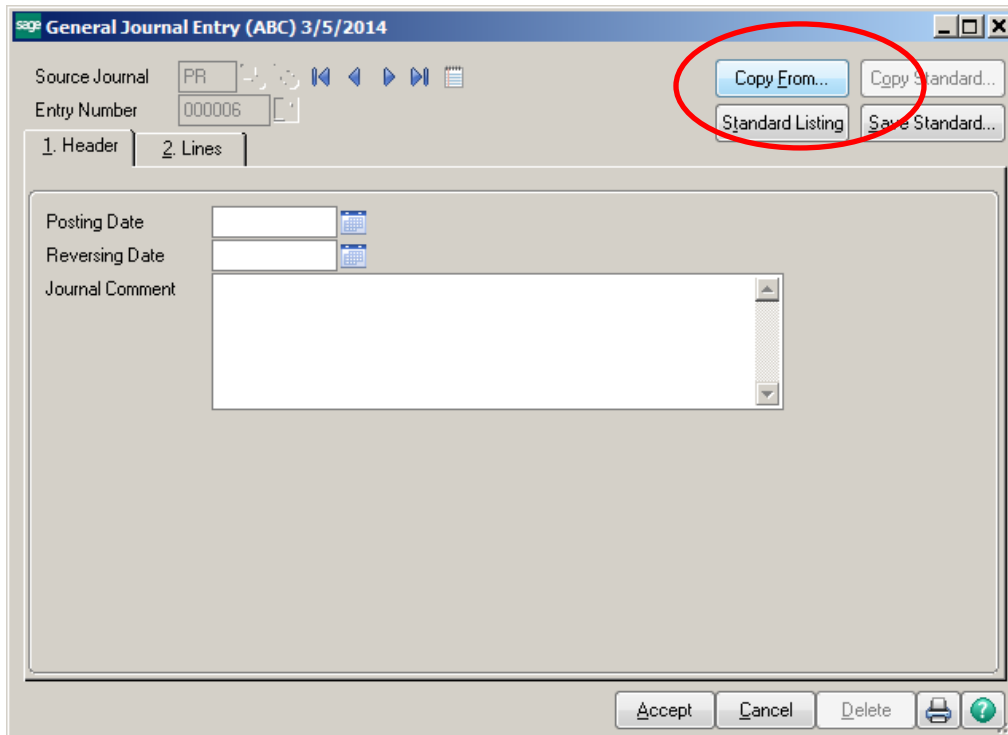
## How to Use a Standard Journal Entry

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



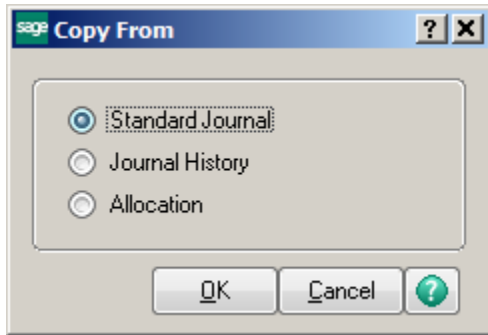
The screenshot shows the Sage General Journal Entry window titled "General Journal Entry (ABC) 3/5/2014". The window has a header section with "Source Journal" and "Entry Number" fields, both currently empty. To the right of these fields are four buttons: "Copy From...", "Copy Standard...", "Standard Listing", and "Save Standard...". Below the header are two tabs: "1. Header" (selected) and "2. Lines". The main area contains three input fields: "Posting Date", "Reversing Date", and "Journal Comment". The "Posting Date" and "Reversing Date" fields have small calendar icons to their right. The "Journal Comment" field is a large text area with a vertical scrollbar. At the bottom of the window are five buttons: "Accept", "Cancel", "Delete", a printer icon, and a help icon.

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.

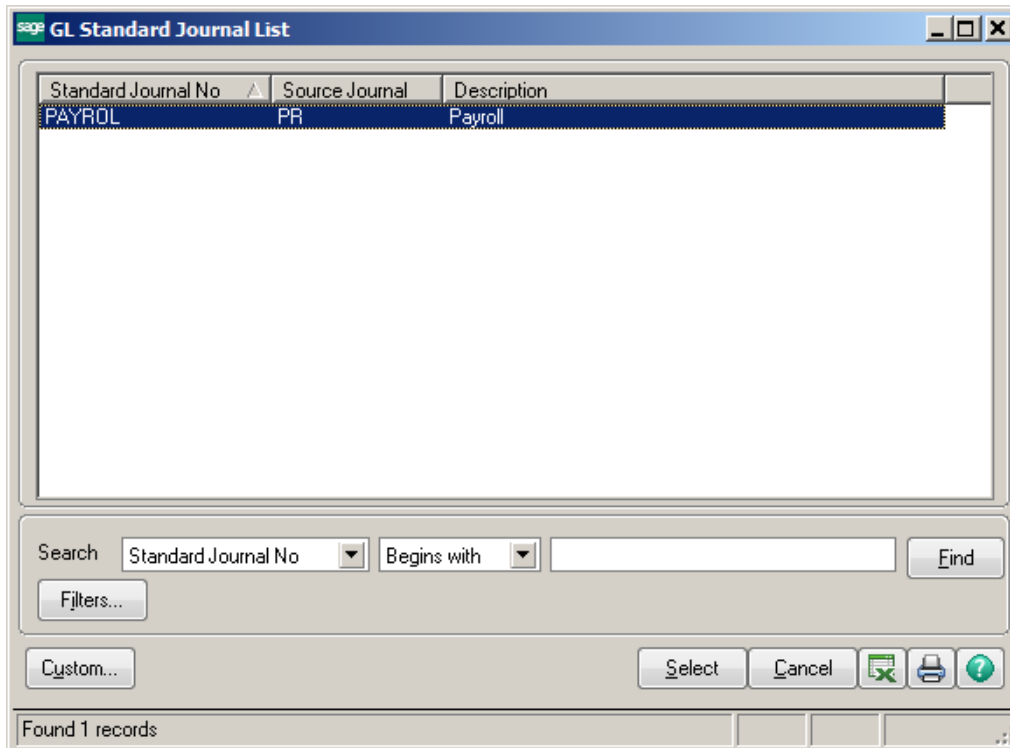


This screenshot shows the same Sage General Journal Entry window, but with the "Source Journal" field populated with "PR" and the "Entry Number" field populated with "000006". The "Copy From..." button in the top right corner is circled in red. The rest of the window, including the "Posting Date", "Reversing Date", and "Journal Comment" fields, remains the same as in the previous screenshot.

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.

The screenshot shows the 'Header' tab of the SAP General Journal Entry window. The title bar reads 'SAP General Journal Entry (ABC) 3/5/2014'. The 'Source Journal' is 'PR' and the 'Entry Number' is '000006'. The 'Posting Date' is '3/5/2014' and the 'Reversing Date' is empty. The 'Journal Comment' is 'Bi-Weekly Payroll'. Buttons for 'Copy From...', 'Copy Standard...', 'Standard Listing', and 'Save Standard...' are visible. At the bottom, there are 'Accept', 'Cancel', 'Delete', and a help icon.

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

The screenshot shows the 'Lines' tab of the SAP General Journal Entry window. The title bar reads 'SAP General Journal Entry (ABC) 3/5/2014'. The 'Source Journal' is 'PR' and the 'Entry Number' is '000006'. The 'Posting Date' is '3/5/2014' and the 'Reversing Date' is empty. The 'Journal Comment' is 'Bi-Weekly Payroll'. The 'Lines' tab is active, showing a table with 7 rows. Each row has an account number, debit amount, credit amount, and comment. The debit and credit amounts are all .00. The comment for all rows is 'Bi-Weekly Payroll'. Below the table is a 'Description' field, a 'Quick Row' field with '7' selected, and summary fields for 'Debits', 'Credits', and 'Net Balance', all showing .00. Buttons for 'Copy From...', 'Copy Standard...', 'Standard Listing', and 'Save Standard...' are visible. At the bottom, there are 'Accept', 'Cancel', 'Delete', and a help icon.

	Account No.	Debit	Credit	Comment
1	101-02-00	.00	.00	Bi-Weekly Payroll
2	225-01-00	.00	.00	Bi-Weekly Payroll
3	225-02-00	.00	.00	Bi-Weekly Payroll
4	225-03-00	.00	.00	Bi-Weekly Payroll
5	500-00-03	.00	.00	Bi-Weekly Payroll
6	610-01-00	.00	.00	Bi-Weekly Payroll
7		.00	.00	Bi-Weekly Payroll

## 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.

**Sage Accounts Receivable Aged Invoice Report (ABC) 3/10/2014**

Report Setting: STANDARD Save

Description: Accounts Receivable Aged Invoice Report

Setting Options:

Type: Public Print Report Settings:  Number of Copies: 1

Default Report:  Three Hole Punch:  Collated:

Sort Report By: Customer Number

Options:

Aging Date: 5/31/2010 Include Paid Invoices:

Report Detail Option: Invoice Age Credit Memos:

Aging Option to Print: All Open Invoices Print Transaction Date:

Future Transactions: Exclude by Invoice Date

Transaction Date:

Selections:

Select Field	Operand	Value
Customer Number	Equal to	01ABF,01BRESLIN
Customer Name	All	
Salesperson	All	
Customer Type	All	
State	All	
ZIP Code	All	

HP LaserJet P2055d UPD PCL 6 Keep Window Open After Print:  Preview:  Print Preview Setup

**Accounts Receivable Aged Invoice Report**  
Sorted by Customer Number  
All Open Invoices - Aged as of 5/31/2010

ABC Distribution and Service Corp. (ABC)

Division Number: 01 EAST SALES OFFICE

Customer/ Invoice Date	Invoice Number	Due Dates Invoice	Discount Amount	Balance	Current	30 Days	60 Days	90 Days	120 Days	Days Delq
<b>ABF American Business Futures</b> <span style="float: right;">Contact: Arnie Johnson/ajsad/jcf Phone: (414) 555-4787 Extension: 219 Credit Limit: 120,000.00</span>										
1/31/2010	0000122-IN	3/30/2010	0.00	850.00	0.00	0.00	850.00	0.00	0.00	62
3/1/2010	0100054-IN	4/1/2010	0.00	407.40	0.00	0.00	407.40	0.00	0.00	60
3/31/2010	0000141-IN	4/30/2010	0.00	1,178.89	0.00	1,178.89	0.00	0.00	0.00	31
4/30/2010	0000190-IN	5/30/2010	0.00	85.00	0.00	85.00	0.00	0.00	0.00	1
4/30/2010	APR0001-FC	4/30/2010	0.00	43.89	0.00	43.89	0.00	0.00	0.00	31
5/10/2010	0100055-CM		0.00	81.48-	81.48-	0.00	0.00	0.00	0.00	
5/15/2010	0100033-IN	6/14/2010	0.00	613.05	613.05	0.00	0.00	0.00	0.00	
5/15/2010	0100034-IN	6/14/2010	0.00	2,487.61	2,487.61	0.00	0.00	0.00	0.00	
5/30/2010	0100048-IN	6/29/2010	0.00	130.00	130.00	0.00	0.00	0.00	0.00	
5/31/2010	0100041-IN	6/30/2010	0.00	38.20	38.20	0.00	0.00	0.00	0.00	
*** On Credit Hold ***										
<b>Customer ABF Totals:</b>				0.00	5,732.36	3,252.36	1,222.58	1,257.40	0.00	0.00
<b>BRESLIN Breslin Parts Supply</b> <span style="float: right;">Contact: Winnie Spickman Phone: (414) 555-9654 Credit Limit: 2,500.00</span>										
<b>Balance Forward:</b>										
5/15/2010	0100035-IN	5/15/2010	0.00	149.13	149.13	0.00	0.00	0.00	0.00	18
5/15/2010	PAYMENT		0.00	2,700.00-	2,063.76-	9.40-	626.84-	0.00	0.00	
5/21/2010	0100044-IN	5/21/2010	0.00	1,846.13	1,846.13	0.00	0.00	0.00	0.00	10
5/27/2010	0100040-IN	5/27/2010	0.00	9,596.76	9,596.76	0.00	0.00	0.00	0.00	4
5/29/2010	0000171-IN	5/29/2010	0.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00	2
5/29/2010	0000172-IN	6/28/2010	6/8/2010	20.08	1,003.97	1,003.97	0.00	0.00	0.00	
5/31/2010	0000193-IN	5/31/2010	0.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00	
5/31/2010	0000194-IN	6/30/2010	6/10/2010	20.08	1,003.97	1,003.97	0.00	0.00	0.00	
5/31/2010	PAYMENT		0.00	2,007.94-	2,007.94-	0.00	0.00	0.00	0.00	
*** Credit Limit Exceeded ***										
<b>Customer BRESLIN Totals:</b>				40.16	11,828.26	11,828.26	0.00	0.00	0.00	0.00
<b>Division 01 Totals:</b>				40.16	17,560.62	15,080.64	1,222.58	1,257.40	0.00	0.00
<b>Number of Customers:</b>				2						
<b>Report Totals:</b>				40.16	17,560.62	15,080.64	1,222.58	1,257.40	0.00	0.00
<b>Number of Customers:</b>				2						

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.

Report Setting: JOHNS CUSTOMERS  
Description: Accounts Receivable Aged Invoice Report  
Setting Options:  
Type: Public  
Default Report:   
Office Merge Options:  
Always use this template:   
Template:

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

Report Setting	Description	User Id	Type	Default
JOHNS CUSTOMERS	Accounts Receivable Aged Invoice Report	sjd	Public	No
STANDARD	Accounts Receivable Aged Invoice Report	sjd	Public	Yes

Search: Report Setting Begins with  Find  
Filters...  
Custom... Select Cancel

Found 2 records

Other Examples:

**SAP Inventory Stock Status Report (ABC) 3/10/2014**

Report Setting: MY INVENTORY

Description: Inventory Stock Status Report

Setting Options

Type: Public  Print Report Settings:  Number of Copies: 1

Default Report:  Three Hole Punch:  Collated:

Sort Report By: Item Code

Options

Print Zero Balances:  Print Warehouse Detail:

Product Types to Print

All Types:  Finished Goods:  Raw Materials:  Discontinued:  Kits:

Procurement Types to Print

All Types:  Make:  Buy:  Subcontract:  Print Inactive Items:

Selections

Select Field	Operand	Value
Item Code	Equal to	6655,8971,2480-8-50
Product Line	All	
Primary Vendor Number	All	
Item Description	All	
Inventory Cycle	All	

HP LaserJet P2055d UPD PCL 6  Keep Window Open After Print  Preview

**Inventory Stock Status Report**  
Sorted by Item Code

ABC Distribution and Service Corp.

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