General Ledger
Recurring Journal Entries
http://www.multiviewinc.com/general-ledger-recurring-journal-entries
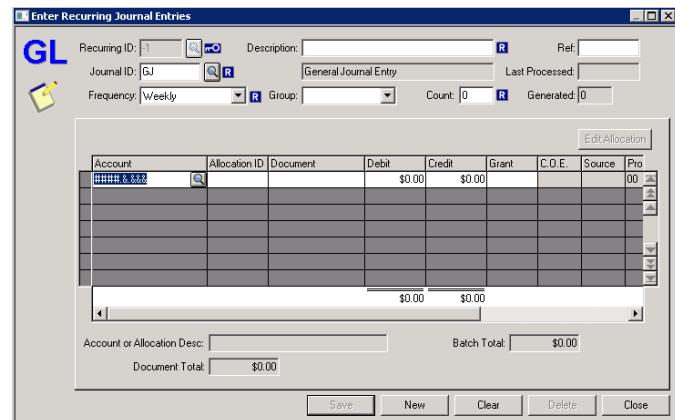
PURPOSE
CYMA's recurring journal entry feature allows users to enter a series of journal entries that take place every month (or week or year) without having the re-key them all.

Note: Multi-View recommends you use the General Import feature rather than the Recurring Journal Entry feature. It's simpler and just as quick in our experience. The Real-View for that is at http://www.multiviewinc.com/cyma-sm-importing .

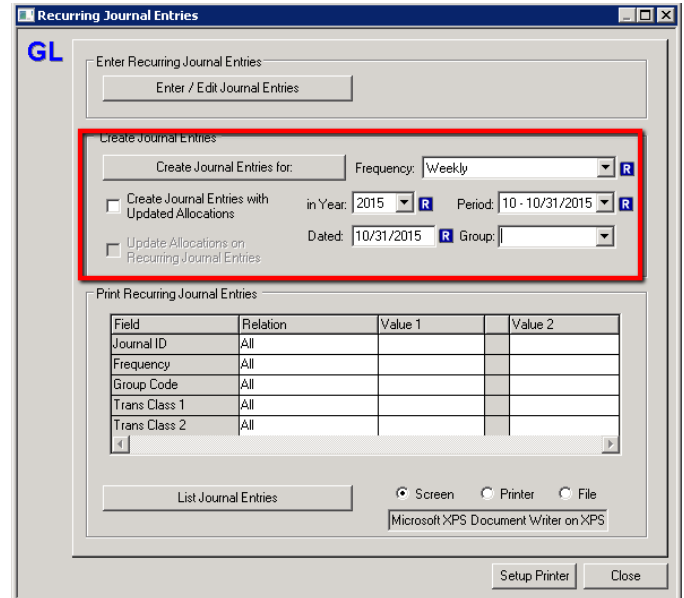

RECURRING JOURNAL ENTRIES
In the General Ledger Module go to ENTER then RECURRING JOURNAL ENTRIES. Click on Enter/Edit Journal Entries and then click NEW. Provide a description.

Select a Journal ID, GJ will work, but another might be better for your series of entries. For example, you might create a Journal ID of EOM to represent End-of-Month recurring entries. That way, when needed, you can easily filter for all transactions with the EOM Journal ID.

Choose a frequency—week, month, quarter, year. If you want to group a series of separate journal entries together that can be triggered to record en masse, you can. Just select or create a group in the Group drop-down.

Select a count for the number of times or periods you want the entry to take place. If the number is indefinite use 999.

Then type in the actual journal entry and save. Notice that not actual dates have taken place yet.

It's important to know that this entry doesn't happen automatically. You have to back come into this screen and trigger the entries.

1. Choose the appropriate Frequency and Group
2. Enter the year, period and date
3. Click create Journal Entries for:
4. We recommend you click YES and view the entries that were created—just to be sure.