

# Accounting Core: General Ledger – Create Recurring Journal Entry

## Introduction

The General Ledger is the center of Accounting Core and is the module that all journal entries are recorded and posted. The Chart of Accounts is also maintained in this module. There will be instances where the user may desire to create a recurring journal entry from the recurring journal entry template.

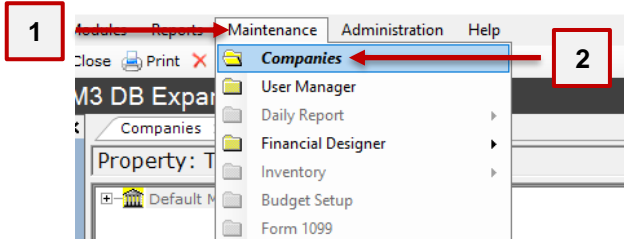
## Objective

Learn how to create a recurring journal entry from the template.

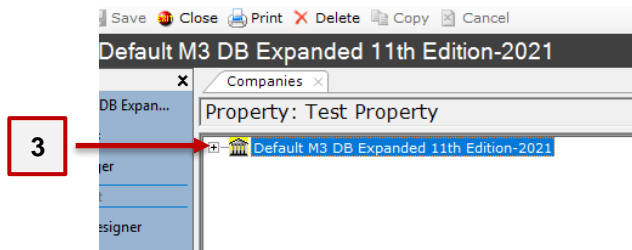
## Steps

Follow the steps below to create a recurring journal entry (JE) from the template in the General Ledger module.

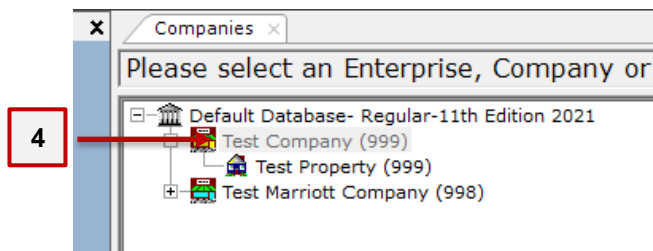
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



3. Expand the company / property tree by clicking on the (+) symbol.

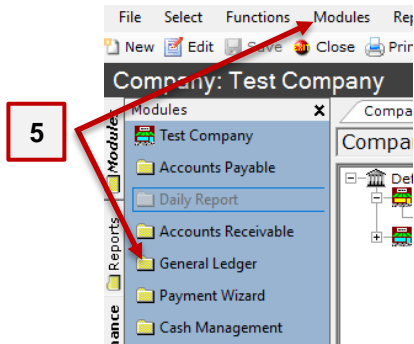


4. Click on the **desired company**.

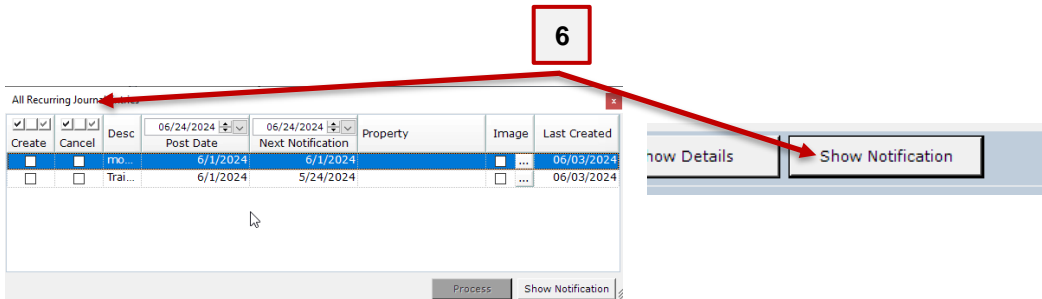


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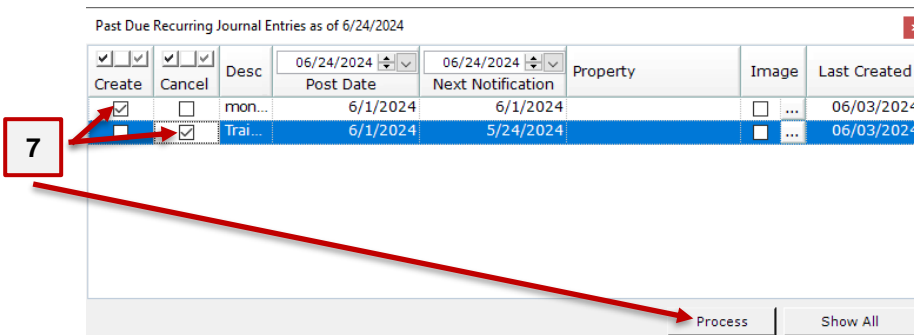
- Click on the module **General Ledger**.



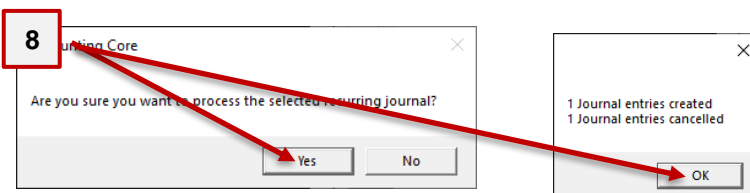
- If a journal entry is due to be created from a template, a notification box will appear upon entry to the General Ledger module; it can also be accessed under the Recurring tab by clicking on Show Notification.



- In the notification box, place a **check mark** in the Create column for all journal entries that need to be created, or place a check mark in the Cancel column if the journal entry does not need to be created on this notification cycle. Click **Process**.



- A message will appear asking if you are sure you want to create the journal entries; click **Yes**. A notification will then appear to confirm how many journal entries were created/cancelled. Click **OK**.



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9. Return to the **Journal Entry** tab.
  - a. Find and click on the **journal entry** that was created from the template.
  - b. Click on **Edit** and update any details of the journal entry that need to be changed. Only the Accounting Period Date cannot be changed.
  - c. Click **Save**.

The screenshot shows the M3 software interface. At the top, the 'Journal Entry' tab is selected, indicated by a red box labeled '9'. Below this, a table titled 'Open Journal Entry' lists several entries. A red box labeled 'a' points to the entry with ID '2024-06-0014', which has an Accounting Period Date of '6/1/2024' and a Description of 'monthly'. Below the table, the 'Open Journal Entry Details' form is shown. A red box labeled 'b' points to the 'Accounting Period Date' field, which is set to '06/01/2024'. The 'Description' field contains 'monthly inventory'. A red box labeled 'c' points to the 'Save' button. Below the form, there are buttons for 'Browse', 'View Posted', 'Post', 'Reverse', and 'Create Year End'. At the bottom, the 'Open Journal Entry Details' table is visible, showing two entries: '12050.000 Food Inventory' with a Debit of 500.00, and '51100.000 Cost of Food Sales' with a Credit of 500.00.

Note: update any other journal entries that were created.