

# Setting up and creating recurring journal entries

**Goal:** Set up recurring journal entries and create them.

## In this quick lesson

Step 1: Set up recurring journal entries	2
Step 2: Create recurring journal entries	4

Recurring journal entries are journal entries that you expect to enter more than once, such as every month. For example, you may set up a recurring journal entry for professional liability insurance.

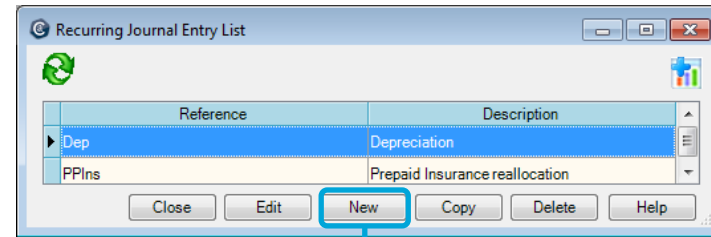
You can also make a recurring journal entry for one-time entries, such as a future entry that you want to record at the beginning of the year.



## Step 1: Set up recurring journal entries

Follow these instructions for each recurring journal entry you want to set up.

1. Click **Company > Recurring > Journal Entries**.
2. Click the **New** button.
3. Begin entering information for the recurring journal entry you want to set up.



Enter the date every month when you want to create the journal entry.

Type a reference number or something to help you identify the journal entry.

Enter a name for the journal entry.

Use the Accounting Date field if you want to create the journal entry for one time only.  
For example, you may need to make a journal entry at year-end.

Select this check box to add an additional number to the end of each reference number.  
You can set it up to help you identify the month associated with each recurring entry.

Ajera appends the journal entry number with a 4-digit number, which it increments by 1 each time you create a successive journal entry. If you were to leave the Last Increment field as 0000, Ajera would automatically append 0001 to the first recurring journal entry, 0002 to the second, and so on.  
In this example, the journal entries will be numbered PPIns-0004, PPIns-0005, and so on.

### Step 1: Set up recurring journal entries (continued)

- Continue entering information for the recurring journal entry.

The screenshot shows the 'Recurring Journal Entry - Prepaid Insurance reallocation' window. It includes a 'General' tab with fields for 'Day of month' (31), 'Accounting date', 'Reference' (PPIns), 'Increment' (checked), 'Last increment' (0003), 'Description' (Prepaid Insurance reallocation), 'Effective from' (07/29/10), and 'through' (07/29/11). The 'Basis' section has radio buttons for 'Accrual', 'Cash', and 'Both' (selected). A table lists accounts with columns for 'Account', 'Department', 'Allocated', 'Debit Amount', 'Credit Amount', and 'Notes'. The table contains two rows: '8520 Professional Liability Insurance' with a debit amount of 1,066.67, and '1410 Prepaid Expenses' with a credit amount of 1,066.67. The total is shown as 'In balance' with 1,066.67 on both sides. Callout boxes provide instructions for each field and the table.

**Enter the account you want to debit for the journal entry.**

**Enter when you want to start and stop creating the journal entries.**

**Select if you want the journal entry to apply to an accrual or cash accounting basis, or both.**

**On the next row, enter the account and amount of the credit.**

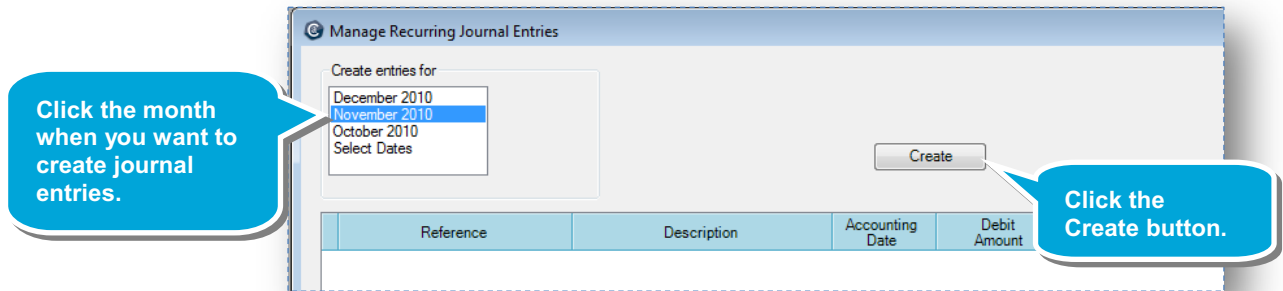
**Enter the monthly amount for the journal entry.**

**For ajeraComplete or the Departments add-on only. If you set up allocations for an account (Company > Financials > Chart of Accounts), a message appears asking if you want to use the allocations you set up. Otherwise, if you are using departments, enter a department.**

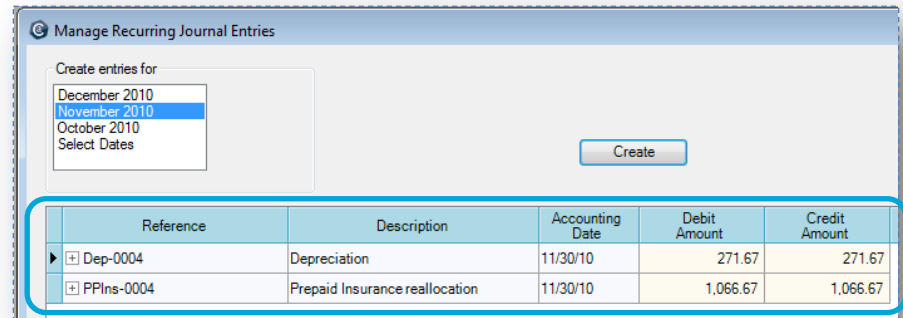
## Step 2: Create recurring journal entries

In this step, you create the journal entries for the month. For example, you are ready to create the journal entry for November, along with any other journal entries you set up for the month.

1. Click **Manage > Recurring > Journal Entries**.



Ajera displays all the journal entries you set up for the month.

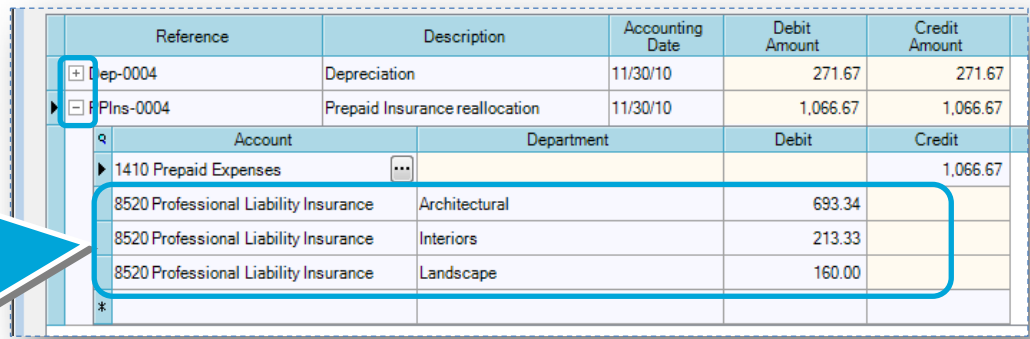


2. To review or change transactions for a journal entry, expand it by clicking the plus sign. To close it, simply click the minus sign.

For ajeraComplete or the Departments add-on only.

Notice the entries made for the account allocations for account 8520.

These entries appear because you previously set up the allocations for the account in Company > Financials > Chart of Accounts > Allocations tab.



**Step 2: Create recurring journal entries (continued)**

3. If needed, you can also make any other one-time changes to journal entries.

Remember, any changes you make here apply only to the entries you are creating now. To apply the change to future entries you create, you must make the change in Company > Recurring > Journal Entries.

4. If you don't want to create a journal entry for the month, just click it, and click the **Delete** button.

The screenshot shows the 'Manage Recurring Journal Entries' window. The 'Create entries for' dropdown is set to 'November 2010'. A 'Create' button is visible. Below is a table with the following data:

Reference	Description	Accounting Date	Debit Amount	Credit Amount
<input type="checkbox"/> Dep-0004	Depreciation	11/30/10	271.67	271.67
<input type="checkbox"/> PPIIns-0004	Prepaid Insurance reallocation	11/30/10	1,066.67	1,066.67

At the bottom, there are two columns of numbers: 1,338.34 and 1,338.34. Buttons for 'Close', 'Save', 'Cancel', 'Delete', and 'Help' are at the bottom right.

The journal entry you deleted no longer appears in the list. Remember, you did not delete it from the setup in Company > Recurring > Journal Entries so it is still available to create. In the future, it will appear in this list.

The screenshot shows the 'Manage Recurring Journal Entries' window. The 'Create entries for' dropdown is set to 'November 2010'. The table now only contains one entry:

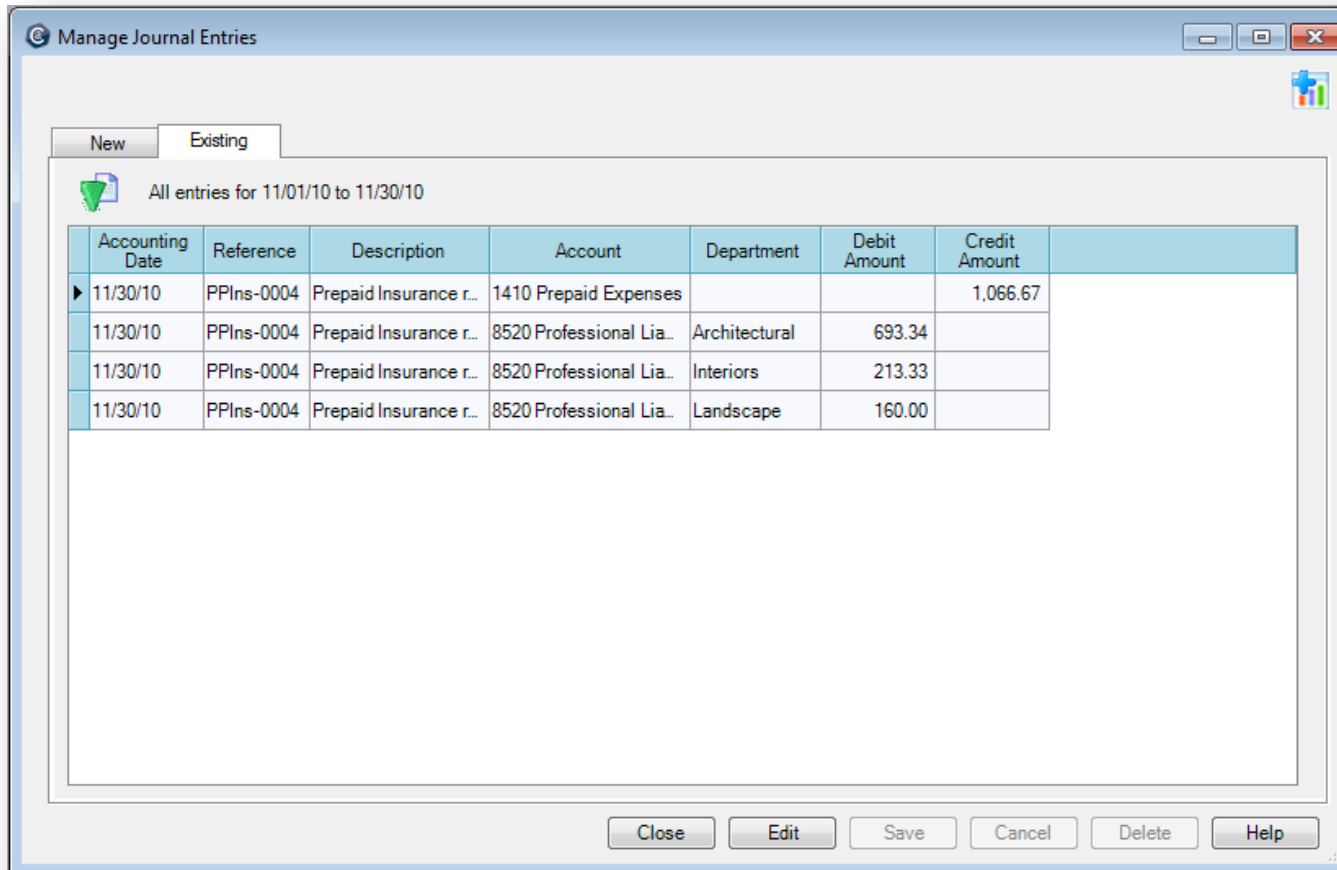
Reference	Description	Accounting Date	Debit Amount	Credit Amount
<input type="checkbox"/> PPIIns-0004	Prepaid Insurance reallocation	11/30/10	1,066.67	1,066.67

At the bottom, there are two columns of numbers: 1,066.67 and 1,066.67. The 'Delete' button is highlighted with a red box. Buttons for 'Close', 'Save', 'Cancel', 'Delete', and 'Help' are at the bottom right.

5. To create all the journal entries you see in the list, click **Save**.

## Step 2: Create recurring journal entries (continued)

Ajera creates the journal entries, and they now appear in the Manage > Journal Entries > Existing tab.



The screenshot shows the 'Manage Journal Entries' window with the 'Existing' tab selected. The window title is 'Manage Journal Entries'. Below the tabs, there is a green arrow icon and the text 'All entries for 11/01/10 to 11/30/10'. A table displays the following data:

Accounting Date	Reference	Description	Account	Department	Debit Amount	Credit Amount	
11/30/10	PPIIns-0004	Prepaid Insurance r...	1410 Prepaid Expenses			1,066.67	
11/30/10	PPIIns-0004	Prepaid Insurance r...	8520 Professional Lia..	Architectural	693.34		
11/30/10	PPIIns-0004	Prepaid Insurance r...	8520 Professional Lia..	Interiors	213.33		
11/30/10	PPIIns-0004	Prepaid Insurance r...	8520 Professional Lia..	Landscape	160.00		

At the bottom of the window, there are buttons for 'Close', 'Edit', 'Save', 'Cancel', 'Delete', and 'Help'.

### Summary

In this quick lesson, you learned how to set up and create recurring journal entries.