

1. Recurring Schedule for Journal Entry

Finance > General Ledger > New Journal Entry > Recurring Schedule > "Tick" Enable Recurring Schedule > Task Name > Task Schedule (Frequency) > Start & End Date > Save

The screenshot shows a software interface for creating a recurring journal entry. The interface is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with categories like General Ledger, General Journal, Budget Journal, and Period End Posting. The main content area is titled 'Journal Entry' and has a sub-tab '2 - Recurring Schedule'. The 'Enable Recurring Schedule' checkbox is checked. The 'Task Name' is 'Accrual', the 'Task Schedule' is 'Monthly', the 'Start Date' is '01 Apr 2021', and the 'End Date' is '31 Dec 2021'. The 'Save' button is highlighted at the bottom right.

MCST4297

Property Tenant/O Finance Maintenance Portal Control Panel

Home Page New Journal Entry x

Journal Entry 1 - Journal Details 2 - Recurring Schedule

5 Enable Recurring Schedule

Task Name Accrual

Task Schedule Monthly

Start Date 01 Apr 2021 End Date 31 Dec 2021

General Ledger

Account Manager

Chart of Accounts

Profit Centres

Account Settings

Reallocation Settings

General Journal

New Journal Entry

Journal Entries

Recurring Journals

Budget Journal

New Budget Entry

Budget Entries

Import Budget Entries

Period End Posting

Reallocation Posting

Ledger Batch Posting

Revaluation Posting

Job Reallocation Posting

Accounting Periods

Banking

Customer

Supplier

Fixed Asset

IRAS Submission

New | Last Updated By is Not Available | Save Close