Update Recurring Schedule

Finance > Recurring Journal > Select Schedule to Update > Edit Journal > Copy Journal > Update Schedule > Set as Recurring Schedule > Save

Property   Tenant/Owner   Finance   Maintenance   Portal   Control Panel

Home Page | /FGJ/2106002 x | Recurring Journals x

Recurring Schedule : /FGJ/2106002

☑ Edit Journal   4

| Task Name | Testing Schedule | | Task Schedule | Monthly |
| Start Date | 01 Jul 2021 | End Date 31 Dec 2021 | Active | Yes |

SN	Run Date	Run Result		Run By
1	01 Jul 2021	/FGJ/2107002		Demo
				Total Page:

Property   Tenant/Owner   Finance   Maintenance   Portal   Control Panel

Home Page | /FGJ/2106002 x | Recurring Journals x

Journal Entry

☑ Copy Journal...   5

| Journal Title | Testing Schedule | | Journal Number | /FGJ/2106002 |
| Reversal Journal | | | Date | 01 Jun 2021 |

Recurring Schedule

| Task Name | Testing Schedule | | Task Schedule | Monthly |
| Start Date | 01 Jul 2021 | End Date 31 Dec 2021 | Active | Yes |

SN	Account Code/Profit Centre	Description	GST Category	Type	Debit	Credit
1	61105 Security Services	Security Services - Jun 2021			100 100.00 SGD	0
2	22050 Accurals - Note 7	Security Services - Jun 2021			0	100 100.00 SGD
					100.00	100.00

Home Page   /FGJ/2106002 x   Recurring Journals x

Journal Entry

| 1 - Journal Details | 2 - Recurring Schedule |

Journal Title | Testing Schedule

Journal Number   New

Reversal Journal | -- Nil --

Journal Date | 01 Sep 2021

Posting Details

Account Code | [_____]

Currency | SGD

Description | [_____]

Amount | 0.00 DR | 0.00 CR

Currency Rate | 1

Profit Centre | [_____]

☐ Taxable Sales ☐ Taxable Purchase ☐ GST - Exempt Supply ☐ GST - Non Exempt Supply

Add Item | Cancel

SN	🗑	✎	Type	Description	Debit	Credit	GST/Taxable
				Account Code/Profit Centre			GST Incl
1	☐	☐		Security Services - Sep 2021	60.00 SGD60.00	0.00	0%
				61105 Security Services			
2	☐	☐		Security Services - Sep 2021	0.00	60.00 SGD60.00	0%
				22050 Accurals - Note 7			

Click Add Item to add new row

Update the schedule

6

☐ Select All   Total Amount | 60.00 | 60.00

New | Last Updated By is Not Available |

Save | Close

Journal Entry   1 - Journal Details   2 - Recurring Schedule

☑ Enable Recurring Schedule

Task Name | Testing Schedule - Revised | ⑦

Task Schedule | Monthly   ⌄ |

Start Date | 01 Oct 2021 📅 | End Date | 31 Dec 2021 📅 |

Note :
1. Rename the task name to avoid confusion.
2. The recurring start date must not early then the journal date.
3. System will create a journal entry in the journal date and set the journal schedule as recurring schedule.

⑧

New | Last Updated By is Not Available | Save   Close

Home Page   /FGJ/2106002 x   Recurring Journals x

General Ledger

⊖ Account Manager

  Chart of Accounts
  Profit Centres
  Account Settings
  Reallocation Settings

⊖ General Journal

  New Journal Entry
  Journal Entries

Recurring Journals

[1 - List]   [2 - 🔍 Search]

Find What: [   ] 🔍

SN	Description/Schedule Setting	Last Updated By	Last Result	Next Run Date
1	/FGJ/2106002 Testing Schedule Every month, starting Thu, 01 Jul 2021 to Fri, 31 Dec 2021	Demo	01 Jul 2021, /FGJ/2107002	01 Aug 2021
2	/FGJ/2109005 Testing Schedule - Revised Every month, starting Fri, 01 Oct 2021 to Fri, 31 Dec 2021	Demo	Never	01 Oct 2021
				Total Page: 1

New schedule created

Remove the Recurring Schedule

Finance > Recurring Journal > Select Schedule to Remove > Edit Journal > Edit > Recurring Schedule > Uncheck the Box > Save

Journal Entry   1 - Journal Details | **2 - Recurring Schedule**   ④

⑤ ☐ Enable Recurring Schedule

Task Name | Testing Schedule

Task Schedule | Monthly ▼

Start Date | 01 Jul 2021 📅   End Date | 31 Dec 2021 📅

Note :
The schedule will be removed from the recurring schedule.

Edit | Last Updated by **Demo** on 26 Nov 2021 14:22 |

⑤

Save   Back   Close