



How To Edit A Recurring Posting Prior To Posting

Background:

First we need to set up recurring postings if they don't already exist in your database. For a walkthrough on how to create one, see

<https://support.orchestrated.com/hc/en-us/articles/207122977-Create-Posting-Templates-and-Recurring-Postings->.

How To Edit: The purpose of this article is to focus on recurring postings (journal entries) and to show how to edit recurring postings prior to posting them.

Once created, it will look like this:

Code	Instance	Description
TEST	0	Test Posting

Ref. 1	Ref. 2	Ref. 3	Trans. Code	Remarks

Automatic Tax Manage Deferred Tax Manage WTax

G/L Acct/BP Code	G/L Account/BP Name	Debit	Credit	Tax Posting Account
10001-00	Legacy - Comerica Checking		\$ 500.00	
60031-00	Printing	\$ 500.00		
Total:		\$ 500.00	\$ 500.00	
To Balance:				

Frequency: Monthly On20 Valid Until
Next Execution: 05/20/20

Update Cancel Confirmation List



To ensure that you're receiving notifications each time you log in ("on Execution") go to Administration > System Initialization > General Settings and make sure the highlighted options below are selected:

General Settings

BP Budget Services Display For

At the Beginning of Each Session

- Perform Data Check
- Open Exchange Rates Table
- Display Recurring Postings on Execution
- Display Recurring Transactions on Execution
- Send Alert for Activities Scheduled for Today
- Display Inbox When New Message Arrives
- Open Window for Credit Voucher Ref. Update

- Display Worklist When New Task Arrives

When you log in the day it is due, you'll see a list of transactions to post. If the balance is correct, simply hit Execute. If you need to adjust it prior to posting, drill in using the gold arrow next to the Recurring Posting Code:



Confirmation of Recurring Postings

The postings listed below should be executed today
Deselect rows you do not want to execute

The date of the recurring postings transaction will be:

Current System Date
 Recurring Postings Date

#	Posting No.	Description	Date	Value	Instance
1	TEST	Test Posting	05/20/20	\$ 500.00	1
				Total	\$ 500.00

Number of Postings to be Executed: 1

Execute Cancel Remove

In this example, I drilled in (to the gold arrow next to "TEST" above) and changed it to \$400 instead:

Recurring Postings

Code: TEST Instance: 1 Description: Test Posting

Ref. 1 Ref. 2 Ref. 3 Trans. Code Remarks

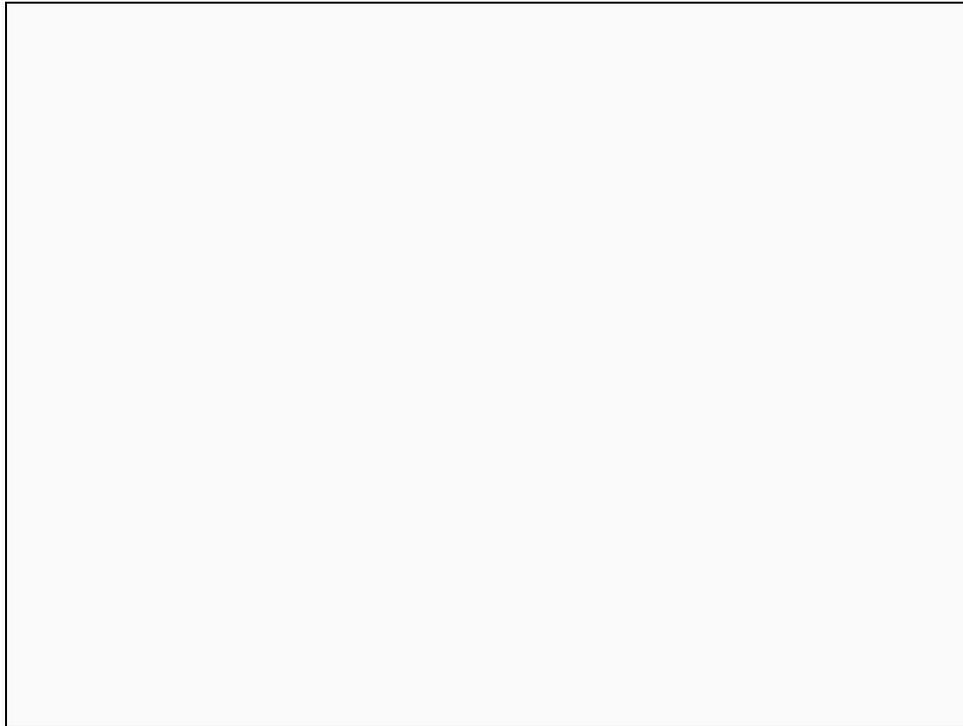
Automatic Tax Manage Deferred Tax

G/L Acct/BP Code	G/L Account/BP Name	Debit	Credit	Tax Posting Account
10001-00	Legacy - Comerica Checking		\$ 400.00	
60031-00	Printing	\$ 400.00		
Total:		\$ 400.00	\$ 400.00	
To Balance:				

Frequency: Not executed yet Next Execution: 05/20/20 Valid Until

Update Cancel Confirmation List

After hitting "Update" the screen will update accordingly:



I then hit "Execute" to confirm I wish to add this recurring transaction for \$400. The Journal Entry confirms this has completed:

Series	Number	Posting Date	Due Date	Doc. Date	Remarks	
Primary	10456	05/20/20	05/20/20	05/20/20	Recurring Posting TEST from 05/20/20	
Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Project
JE	10456	457				
Trans. Code	Ref. 1	Ref. 2	Ref. 3			
Blanket Agreement						
<input type="text"/>						
▶ Expand Editing Mode						
#	G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit	Tax Posting Account	Tax Co
1	10001-00	Legacy - Comerica Checking		\$ 400.00		
2	60031-00	Printing	\$ 400.00			



If I drill back in to the original recurring template, however, it still shows that next month it's expecting to post for the original \$500 amount:

