



Create Posting Templates And Recurring Postings

Summary

The purpose of this article is to break down the difference between Posting Templates and Recurring Postings, specifically for Journal Entries within Orchestrated.

If you're looking for details on how to set up Recurring Postings for Invoices, take a look at Create Recurring Invoice Transactions.

Posting Templates

Primarily used to set up regular percentage based *Journal Entries* that require a format that:

- includes the same accounts/Business Partners each time
 - is characterized by a specific ratio of amounts.
1. From the Main Menu select **Financials > Posting Templates**.
 2. Create a unique code and description for the new template (ex. MVM – Motor Vehicle Maintenance).
 3. Within the lines of the table, select the G/L Accounts/BP Code you wish to use.



5. Click **Add** to finish creating the template.

Posting Templates

Code: MVM Template Description: Motor Vehicle Maintenance

Automatic VAT Manage Deferred Tax

G/L Acct/BP Code	G/L Account/BP Name	Debit %	Credit %	Tax Posting Acc...
16500000-01-001-01	Motor Vehicles (HO, USA, GA)	100		
17500000-01-001-01	Accum Depn - Motor Vehicles (HO, USA, GA)		50	
17600000-01-001-01	Accum Depn - Motor Vehicls (HO, USA, GA)		50.000	
Total:		100	100	
To Balance:				

5 Add Cancel

6. Going forward, when you wish to use this template for a Journal Entry, select *Percentages* from the *Template Type* dropdown.
7. Click on the search bubble for *Template* to open the *List of Posting Templates* window.



8. Select the *Template Code* you wish to use and click **Choose**.

The screenshot shows the 'Journal Entry' window with a 'List of Posting Templates' dialog box open. The dialog box has a 'Find' field and a table with two columns: 'Template Code' and 'Template Description'. The table contains two rows: '1 Bonus Annual Bonus' and '2 MVM Motor Vehicle Maintenance'. A red circle with the number '8' is around the 'MVM' code, and a red arrow points from it to the 'Choose' button at the bottom of the dialog box. The 'Journal Entry' window has fields for Series, Number, Posting Date, Due Date, Doc. Date, Remarks, Origin, Origin No., Trans. No., Template Type, Template, Indicator, Project, Trans. Code, Ref. 1, Ref. 2, Ref. 3, and checkboxes for Fixed Exchange Rate, Reverse, Adj. Trans. (Period 13), Automatic Tag, and Manage Deferred Tax. There are also 'Add', 'Cancel', and 'New' buttons at the bottom of the dialog box, and 'Display in FC', 'Display in SC', and 'Cancel Template' buttons at the bottom of the main window.

Recurring Postings

Recurring journal entry templates are more commonly used for regular transactions that occur monthly for expenses such as depreciation, equipment lease payments, payroll, office rent, utility costs, etc.

1. From the Main Menu select **Financials > Recurring Postings**.
2. Create a unique *Code* and *Description* for the new template (ex. RENT, Monthly Rent Payout).
3. Next, specify all the G/L Accounts or Business Partners, as well as the *credit* and *debit*
4. At the bottom of the window, be sure to select the *Frequency* and date and it will automatically determine the *Next Execution*.
5. Lastly, click **Add** to complete set-up.



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Recurring Postings

Code: RENT 0 Description: Monthly Rent Payout

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	Branch	Product Line	Project
11300000-01-001-01	Checking Account Clearing (HO, USA, GA)		5,000.00 \$			
63100000-01-001-01	Office and Building Rent (HO, USA, GA)	5,000.00 \$				
Total:		5,000.00 \$	5,000.00 \$			
To Balance:						

Frequency: Monthly On31 Valid Until

Next Execution: 06/30/2017

5 Add Cancel Confirmation List

- Going forward, when you wish to use this template for a Journal Entry, select *Recurring Posting* from the *Template Type* dropdown.
- Click on the search bubble for *Template* to open the *List of Recurring Postings* window.



8. Select the *Code* you wish to use and click **Choose**.

Journal Entry

Series: Primary, Number: 2646, Posting Date: 06/23/2017, Due Date: 06/23/2017, Doc. Date: 06/23/2017, Remarks: [Empty]

Origin: [Empty], Origin No.: [Empty], Trans. No.: [Empty], Template Type: Recurring Posting, Template: [Empty], Indicator: [Empty], Project: [Empty]

Trans. Code: [Empty], Ref. 1: [Empty], Ref. 2: [Empty], Ref. 3: [Empty]

Blanket Agreement: [Empty]

Expand Editing Mode

#	G/L Acct/BP ...	G/L Acct/BP Name	Control Acct	Debit	Credit	Tax Posting Account	Tax Code	Tax Jurisdiction Type	Tax Jurisdiction C...
1									

List of Recurring Postings

Find: [Empty]

#	Code	Description	Insta...
407	PAYR	Accured Payroll	406
408	PAYR	Accured Payroll	407
409	PAYR	Accured Payroll	408
410	PAYR	Accured Payroll	409
411	PAYR	Accured Payroll	410
412	PAYR	Accured Payroll	411
413	PAYR	Accured Payroll	412
414	PAYR	Accured Payroll	413
415	PAYR	Accured Payroll	414
416	RENT	Monthly Rent Payout	0

Buttons: Add, Cancel, Choose, Cancel, New, Cancel Template