



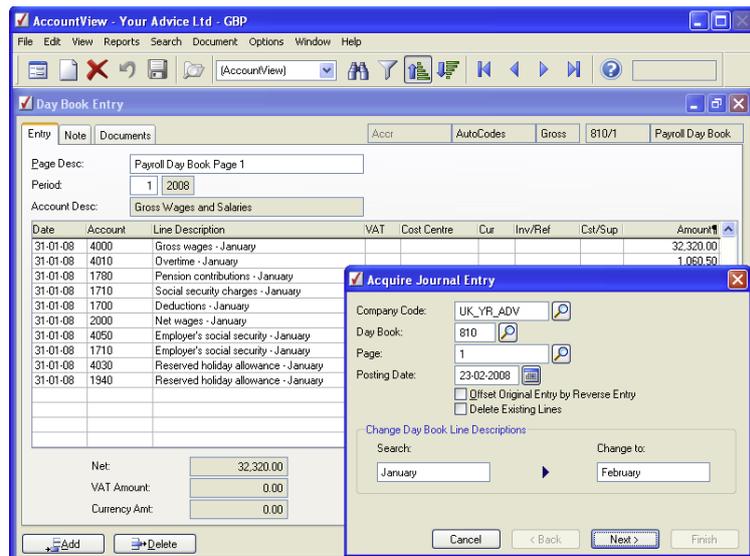
RECURRING ENTRIES

Save time by using the *Recurring Entries* module so you only have to enter your periodically recurring entries once.



FOR WHOM?

For everyone who wants to automatically copy previously created journal entries on a regular basis.



If you regularly have to make entries of the same type, you can use the *Recurring Entries* module to enter these just once and subsequently simply copy them. When doing so, you can easily adjust the copied entry. For example, you can change the line descriptions of the day book pages from “January” to “February”.

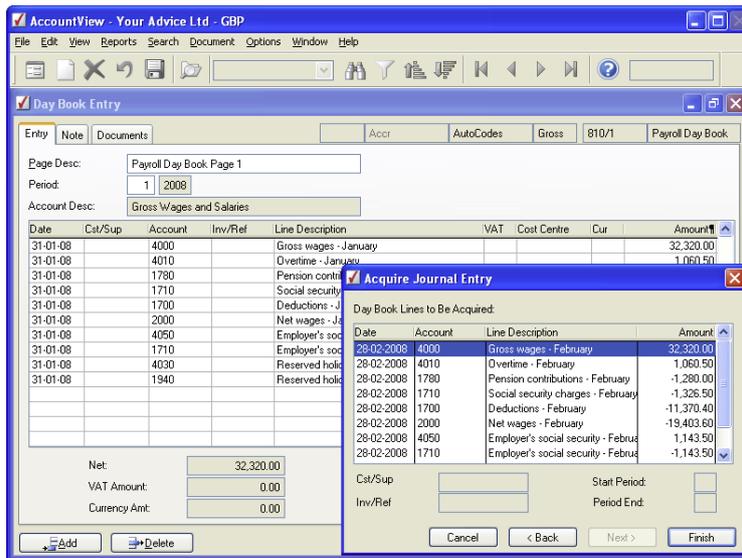
ONE-OFF ENTRY

Enter periodically recurring journal items – such as monthly salaries or leasing costs – just once for rapid processing of your periodic entries.

FAST COPYING

Copy entire day book pages at one go, from any day book and any company, and modify them with ease if need be.

RECURRING ENTRIES



To keep an eye on the entry lines that are to be copied, use the control window to check that the changed data, descriptions and any reverse entries are correct. This gives you the additional certainty you need to create the correct entries.

EASY MODIFICATION

The “search and replace” function makes it easy to change line descriptions of day book pages, for example in order to change “January” into “February” wherever it occurs.

EASY REVERSING

You can effortlessly reverse an entry that you made in a prior period. Suppose, for example, that you enter the correcting entries every period, but you want to reverse these in the next period. In that case, just copy the same page to the next period and select the Offset Original Entry by Reverse Entry check box.

ADVANTAGES

- Significant time savings through entering items of the same type just once and copying complex standard entries faultlessly.

- Optimum ease of use because you can create reverse entries for entire pages, enabling you to complete your month-end closure quickly and without error.

- Additional confidence, thanks to the separate control window in which you can check the lines to be copied for the new transaction date, changed descriptions and any reverse entries.