

Long Business Systems, Inc

Management Software Solutions

We help businesses manage for success

Cleveland – Columbus – Cincinnati - Pittsburgh



Recurring Transactions & Postings

Presented by: Vicki Smith

Agenda:

- Financial Recurring Postings
 - Template Setup
 - Executing Instances
- Recurring Transactions
 - Template Setup
 - Confirmation of Recurring Transactions
- Tip of the Day



Recurring Posting Template Set up

- Used for transactions that recur monthly or weekly
- Amounts do not have to be the same each posting
- Creates journal entries upon execution

Recurring Postings

Code Instance Description
WComp 0 Workers Compensation Accrual

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

Automatic Tax Manage WTax

G/L Acct/BP Code	Control Account	G/L Account/BP Name	Debit	Credit
22180000-01-001-01	22180000-01-001-01	Workers Compensation Accrual (HO, USA, GA)	\$ 750.00	
61280000-01-001-01	61280000-01-001-01	Payroll Expense - Workers Compensation (HO, USA, GA)		\$ 750.00
Total:			\$ 750.00	\$ 750.00
To Balance:				

Frequency Monthly On10 Valid Until
Next Execution 02/10/2015

OK Cancel Confirmation List



Go to: Financials < Recurring Postings

Execute Recurring Postings

- Select Current System Date or Recurring Posting Date
- Edit Posting by drilling down on yellow arrow to change amounts or GL Accounts

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	⇒ PAYR	Accrued Payroll	02/17/2015	\$ 10,000.00	292
2	⇒ WComp	Workers Compensatio	02/17/2015	\$ 750.00	1
Total				\$ 10,750.00	

Number of Postings to be Executed

Execute Cancel Remove



- *Go to: Financials < Recurring Postings > Click on the Confirmation List Button*

Recurring Transaction Template Set up

- Used for transactions that recur on timely basis
 - Can be AR, AP or Inventory type transactions
 - Creates SAP Business One documents upon execution

#	Template	Type	Doc No.	Recurrence Period	Recurrence Date	Start Date	Next Execution	Valid Until	BP	BP Name	Doc Total (LC)
1	MMAX	A/R Invoice	369	Monthly	On 1	09/09/2013	10/01/2013	12/31/2013	C20000	Maxi-Teq	\$ 90.10
2	SMAX	Sales Order	371	Annually		11/01/2013	11/01/2013	12/31/2015	C20000	Maxi-Teq	\$ 1,590.00
3	SES	Sales Order	371	Annually		11/01/2013	11/01/2013	12/31/2015	C40000	Earthshaker Corporation	\$ 975.55
4	SPAR	Sales Order	371	Annually		11/01/2013	11/01/2013	12/31/2015	C23900	Parameter Technology	\$ 1,113.00
5	FMAX	Sales Order	369	Quarterly		09/01/2013	12/01/2013	12/31/2014	C20000	Maxi-Teq	\$ 53.00
6	FES	Sales Order	369	Quarterly		09/01/2013	12/01/2013	12/31/2013	C40000	Earthshaker Corporation	\$ 81.75
7	FPAR	Sales Order	371	Quarterly		09/09/2013	12/09/2013		C23900	Parameter Technology	\$ 53.00
8	CLEAN	A/P Invoice	416	Monthly	On 1	01/01/2015	01/01/2015		V23000	Anthony Smith	\$ 1,250.00
9				Monthly	On 1	02/17/2015	03/01/2015				



- *Go to: Sales – A/R, Purchasing – A/P or Inventory > Recurring Transaction Templates*

Confirmation of Recurring Transactions

- Review and select transactions to execute
- Update amounts or GL accounts if needed

Confirmation of Recurring Transactions

The transactions below are scheduled for today.
Select the rows you want to execute.

#	Template	Transact. Type	Instance	Next Execution	Recurrence Period	Recurrence Date	BP	BP Name	Doc Total (LC)
1	<input checked="" type="checkbox"/> RENT	A/P Invoice	2	02/01/2015	Monthly	On 1	V70000	SMD Technologi	\$ 4,000.00
2	<input checked="" type="checkbox"/> MMAX	A/R Invoice	17	02/01/2015	Monthly	On 1	C20000	Maxi-Teq	\$ 90.10
3	<input checked="" type="checkbox"/> CLEAN	A/P Invoice	2	02/01/2015	Monthly	On 1	V23000	Anthony Smith	\$ 1,250.00

Transaction Total: \$ 5,340.10
Number of Transactions to Be Executed: 3

Messages and Alerts
Specify the system's response to missing data:


Continue
 Skip to Next Transaction
 Request User Confirmation

Execute Cancel Remove Filter Recurring Transactions... Templates...



- *Go to: Sales – A/R, Purchasing – A/P or Inventory > Recurring Transaction Templates*

Tip of the Day

- Create AP Invoice and record payment upon creation
- Enter information into AP Invoice and before clicking the ADD button, go to the Payment Means 
- Record payment and click to ADD the Outgoing Payment

A/P Invoice

Vendor: V70000
Name: SMD Technologies
Contact Person: Sarah Kierl
Vendor Ref. No.:
BP Currency: \$

No. Primary 418
Status Open
Posting Date 02/17/2015
Due Date 03/19/2015
Document Date 02/17/2015

Contents | Logistics | Accounting

#	Description	G/L Account	G/L Account
1	Monthly Building Rent	63100000-01-001-01	Office and Bu
2			

Payment Means

Currency: \$

Check | Bank Transfer | Credit Card | Cash

G/L Account: 11220000-01-001- Cash at Bank - Savings (HO, USA, GA)

Transfer Date: 02/17/2015

Reference: Monthly Rent EFT

Primary Form Item: Payments for Invoices to Vendors

Total: \$ 4,100.00

Overall Amount: \$ 4,100.00
Balance Due: \$ 4,100.00

0.00 Discount %

OK Cancel Paid

Long Business Systems, Inc. (LBSi)

- **Next Meetings:**

- Tuesday, Mar. 17, 2015
 - Bank Reconciliations
- Tuesday, Apr. 14, 2015
 - Service Calls and RMA Tracking



Long Business Systems, Inc

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Associate



Thank you for taking time to participate in the SAP Business One User Group Meeting.

Please take a few minutes to provide us with feedback and suggestions going forward.

- We are always looking for new clients to work with. And we would like to find more clients and partners like you – companies that are engaged, smart, and focused on their future.
- Can you help us out by referring LBSi to someone who could benefit from our services?

