

# List of recurring posting schemes

Postings can be performed with a specific regularity, e.g. every month, quarter, year etc. That practice is called a recurring posting. Most often, they are used for reposting of balances and/or turnovers of accounts to other accounts.

This functionality can also be useful in the process of settling operation costs in a given period. Once registered in the system with the use of recurring posting operations, they can be automatically posted each month, which increases the efficiency of work.

A list of posting schemes is available from the level of the menu *Accounting*, under the [Recurring Posting Operations] button.

Symbol	Name	Description	Post As Unconfir...	Merge Single-side...	Document Number	Ledger
SI	SI Recurring Posting Scheme		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Default
PI	PI Recurring Posting Scheme		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Default

List of recurring posting schemes

The list contains all the recurring posting schemes available in a given company within a specified accounting period. From

the level of the menu *Configuration* → *Company Structure* → *Object Availability*, it is possible to manage the availability of recurring posting schemes within centers of a given company. Detailed description regarding sharing of posting schemes can be found in article <<Object availability>>.

The list contains standard buttons and, additionally:

- **[Import]** – allows for importing a recurring posting scheme from a file with .xml extension
- **[Export]** – allows for exporting a recurring posting scheme to a file with .xml extension Each exported scheme is saved in a separate file with a name indicated by a user to which the symbol of a given scheme is added.
- **[Update]** – transfers recurring posting schemes from the previous accounting period. Only schemes with symbols which do not exist in a given accounting period are added, if ledger assigned to them exists in a given accounting period.
- **[Run]** – runs a recurring posting scheme. The button is available if a recurring posting scheme is selected.
- **[View Generated Entries]** – allows for displaying the list of entries generated by a scheme. The button is available if a recurring posting scheme is selected.

The list of recurring posting schemes is composed of the following columns:

- **Symbol**
- **Name**
- **Description** – description entered in the header of a scheme
- **Post as Unconfirmed** – information whether the parameter *Post as unconfirmed* is checked
- **Merge Single-sided entries** – information whether the parameter *Merge single-sided entries* is checked
- **Document Number** – number entered in the header of a

scheme

- **Ledger** – ledger indicated in the header of a scheme

Detailed description of functioning of the filters can be found in category <<Searching and filtering data>>

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# Adding a recurring posting scheme

To add a recurring posting scheme, it is necessary, from the level of the menu *Accounting* → *Recurring Posting Operations*, click on the button **[Add]** placed in the *List* group of buttons. Then, a form for entering of data appears.

No.	Dr Account Expression	Cr Account Expression	Amount Expression	Description
1	@BookkeepingAccount	@BookkeepingAccount	OBDr(@BookkeepingAccount)	
2	"201"	@BookkeepingAccount	OBCr(@BookkeepingAccount)	

Recurring posting scheme form

## Tab *General*

**Symbol** – mandatory field, recurring posting scheme symbol

**Name** – allows for entering the name of a recurring posting scheme

**Ledger** – mandatory field, allows for indicating a ledger on which journal entries generated with the use of a given posting scheme should be registered. Clicking on the button opens the list of ledgers available within a current accounting period.

**Document Number** – allows for entering the number which will be transferred to the *Document number* field on the journal entry

**Description** – allows for entering a description which will be transferred to the field *Description* on the journal entry.

**Post as unconfirmed** – parameter specifying whether generated journal entries will be saved as unconfirmed (parameter checked) or immediately confirmed (parameter unchecked).

**Merge single-sided entries** – parameter specifying whether a posting scheme should merge single-sided entries registered on the same account.

A recurring posting scheme item can be added in table or through form.

## Adding a recurring posting scheme item in table

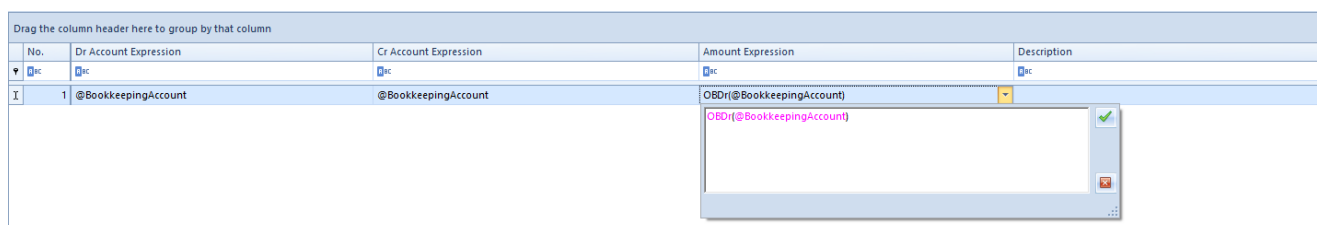
To add an item, it is necessary to select the button [**Add in Table**] from the *Items* group of buttons. A row in which it is possible to enter data, appears on the list of items.

The table contains the following columns: *No.*, *Expression of Account DR*, *Expression of Account CR*, *Amount Expression*,

*Description.* After clicking on the arrow placed on the right side of the field, a window where it is possible to type the expression, appears.

## Note

The list of predefined macros is not available when adding a posting scheme item in table.



The screenshot shows a table with the following columns: No., Dr Account Expression, Cr Account Expression, Amount Expression, and Description. The first row contains the values: 1, @BookkeepingAccount, @BookkeepingAccount, OBDr(@BookkeepingAccount), and @BookkeepingAccount. A dropdown menu is open for the Amount Expression field, showing the text OBDr(@BookkeepingAccount) and a green checkmark icon.

No.	Dr Account Expression	Cr Account Expression	Amount Expression	Description
1	@BookkeepingAccount	@BookkeepingAccount	OBDr(@BookkeepingAccount)	@BookkeepingAccount

Recurring posting scheme item added in table

## Adding a posting scheme item through form

To add an item, it is necessary to select the button [Add through Form]. A posting scheme item form appears.



The screenshot shows the 'Recurring Posting Scheme' form with the following fields:

- Calculate For: 70?
- Account DR: @BookkeepingAccount
- Create DR account:
- Account CR: 860
- Create CR account:
- Amount: OBCr(@BookkeepingAccount)
- Description: (empty)

Recurring posting scheme item form

The form is composed of the following elements:

### Tab General

**Calculate For** – allows for defining a range of accounts

fulfilling specific conditions, so-called masks. A mask can be used when defining subsequent scheme items with the use of the variable *@Account*. A user can define a mask by using the following options:

- ? – Any character
- \* – Any string of characters
- [ ] – Character included in string
- [-] – Character included in range
- [^] – Character not included in string
- [^-] – character not included in range

**Account DR/Account CR** – allows for manual insertion of account or for using of the option:

- **Select account from the chart of accounts**
- **Account** – variable referring to the accounts which fulfill the definition of the mask. An example of use can be found in article <<*Mask in recurring posting*>>
- **SQL Query**

**Create DR Account/Create CR Account** – parameter determining whether accounts should be created automatically when posting, in accordance with the number entered in the field *Account DR/Account CR*

**Account** – allows for manual insertion of account or for using of the macros:

- **Opening Debit Balance**
- **Opening Credit Balance**
- **Debits**
- **Credits**
- **Change in Debit Balance**
- **Change in Credit Balance**
- **Debit Balance**
- **Credit Balance**
- **Ending Balance**
- **Accounts Format** – variable referring to all the accounts

which fulfill the definition of the mask.

- **Account** – variable referring to the accounts which fulfill the definition of the mask.
- **Select account from the chart of accounts**
- **SQL Query**

**Description** – allows for entering description manually or with the use of an SQL query in which a macro *@Account* can be used. For example:

```
SQL(      SELECT      tv.Value      AS      this      FROM
SecAccountingStructure.Accounts AS a

INNER JOIN Dictionaries.TranslationValues AS tv ON
a.NameTranslationID = tv.TranslationID

WHERE a.Number = @Konto AND a.AccountingPeriodID =
@AccountingPeriodId)
```

An SQL query in recurring posting schemes can be defined manually or with the use of function suggesting SQL query elements (tables, SQL functions, system elements) by pressing <CTRL>+ <Space>. In case the function of suggesting is selected, the system displays elements which could be included in an SQL query at a given moment.

### **Tab Attributes**

Detailed description of the tab can be found in article <<Tab Discount Codes, Analytical Description, Attributes...>>

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# Account format in recurring posting operations

## General information

Functionality of account format in recurring posting operations allows for defining of a recurring posting mechanism in such a way as to use all the accounts in posting operations.

A user has a possibility to:

- Optionally define a range of accounts assigned to a group of accounts participating in posting operation – so-called account format
- Refer to an account format in account definition
- Refer to an account format in amount definition
- Refer to an account format in the description on a posting scheme element

## Defining account format

A range of accounts which is to be included in the posting is specified in field *Calculate For*, on the form of recurring posting scheme element. Accounts format can be composed of letters, digits, dashes, and special characters.



The screenshot shows a SAP 'Recurring Posting Scheme' form with the following fields filled:

- Calculate For:** 70?
- Account DR:** @BookkeepingAccount
- Account CR:** \*860
- Amount:** DBCr(@BookkeepingAccount)
- Description:** (empty)

Calculate For field on the form of recurring posting scheme element

Rules of functioning of an account format:

Symbol	Operation	Example
? or _	Any character	5?? All accounts beginning from number 5 and containing 3 characters in their account number
* or %	Any sequence of characters	5* All accounts beginning from number 5
[AB]	Character assigned to a sequence	401-[137]-01 All subsidiary accounts of the account 401, which contain 1 or 3 or 7 in the second segment, and '01' in the last segment
[A-B]	Character included in range	40[1-4]-* All accounts recording costs by function, which last character in the number of subsidiary account is a digit from range from 1 to 4

Symbol	Operation	Example
[^AB]	Character not included in sequence	401-[^137]-01 All subsidiary accounts of the account 401, which contain a digit other than 1, 3 or 7 in the second segment, and '01' in a sub subsidiary account
[^A-B]	Character not included in range	40[^1-4]-* All accounts which subsidiary accounts begin with characters '40', and the last character (third character in this case) is different from the digits of the range from 1 to 4

For the [**Calculate For**] button, the following variables responsible for account format handling are available:

- ? – Any character
- \* – Any string of characters
- [] – Character included in string
- [-] – Character included in range
- [^] – character not included in string
- [^-] – character not included in range

#### Example

In a chart of accounts with the following structure:

501	Core Costs
501-01	Chicago Department
501-01-401	Depreciation
501-01-463	Business Trips
501-02	NY Department
501-02-401	Depreciation
501-02-463	Business Trips
502	Departmental Costs
502-01	Chicago Department
502-01-401	Depreciation
502-01-463	Business Trips
502-02	NY Department
503	Purchase Costs
503-02	NY Department
503-02-401	Depreciation
503-02-463	Business Trips
550	General Administrative Costs
550-401	Depreciation
550-463	Business Trips

Chart of accounts structure

a record **5\*401** – refers to a group of accounts beginning from number 5 and ending with number 401 i.e. 501-01-401, 501-02-401, 502-01-401, 503-02-401, 550-401

a record **501-??- 463** – refers to the accounts 501-01-463 and 501-02-463

## Account format in account definition

In fields *Account DR/Account CR* it is possible to refer not only to a single account but also to an account group which is defined in the *Calculate For* field by an account format with the use of the *@Account* variable.

For example – if account format is defined in the *Calculate For* section as *4??-??-??*, then using *@Account* in *Account DR* section will be responsible for posting to all the accounts fulfilling the indicated criterion.

In field *Account DR/Account CR* it is not possible to create an account format. However, it is possible to use the *Substring* syntax for creating an account number.

## Example



The screenshot shows a dialog box titled "Recurring Posting Sc..." with two tabs: "General" and "Attributes". The "General" tab is active. It contains several fields:

- Calculate For:** 70\*
- Account DR:** @BookkeepingAccount (with a checkbox "Create DR account" below it)
- Account CR:** \*860\* (with a checkbox "Create CR account" below it)
- Amount:** OBCr(@BookkeepingAccount)
- Description:** (empty)

### Use of the Substring syntax

Such saved element will generate the same number of journal entries as the number of accounts compatible with the account format 401-??. Each of the journal entries will be posted to accounts 501-01-?? and 409 account (where ?? will be replaced with the end-piece of the number of the account 401. Precisely, two digits, starting from the fifth digit, will be retrieved).

## Account format in amount definition

In the field *Amount* it is possible to refer not only to a single account but also to an account group defined with an account format. The account format can be referred to by:

- Indicating an account format as an argument of an accounting function – for example, for DTT function, which is responsible for Debit turnover of an account, it is possible to type DTT (5\*) responsible for Debit turnover of all the accounts from group 5
- Using *@AccountFormat* variable which is responsible for getting values for an account group defined in *Calculate For* field. Value of the variable is calculated for all

accounts from the group.

Example

Data in the trial balance:

DTT account 501-001: 100.00 USD

DTT account 502-001: 30.00 USD

Account format: 5??-001

In the field with accounts: *@Account* (and any contra account)

In the field with amount: *DTT(@AccountFormat)*

As a result, the following two single-sided entry lines are returned:

501-001 (and contra account), amount 130.00 USD

502-001 (and contra account), amount 130.00 USD

- Using *@AccountFormat* variable which is responsible for getting values for an account group defined in *Calculate For* field. The value of the variable is calculated separately for each processed account.

Example

Data in the trial balance:

DTT account 501-001: 100.00 USD

DTT account 502-001: 30.00 USD

Account format: 5??-001

In the field with accounts: *@Account* (and any contra account)

In the field with amount: *DTT(@Account)*

As a result, the following two single-sided entry lines are

returned:

501-001 (and contra account), amount 130.00 USD

502-001 (and contra account), amount 130.00 USD

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## Running a recurring posting operation

To run a recurring posting operation, it is necessary, from the level of the menu *Accounting* → *Recurring Posting Operations*, select a recurring posting scheme and click on the button **[Run]**.

In the opened window, a user should:

- **Specify the posting date** – date with which a journal entry will be created. The current date is set by default.
- **Specify the start and the end date** – period for which single-sided entries should be included in calculation of functions defined in a recurring posting scheme. The current dates are set by default.
- **Define the value of the parameter *Include unconfirmed entries*** – decides whether unconfirmed entries are to be included in the value calculation. The parameter is checked by default.

Posting Date: 22/09/2020  
 Include unconfirmed entries  
Start Date: 22/09/2020  
End Date: 22/09/2020

Window starting  
recurring posting  
operation

If [account format](#) is not used in an element of recurring posting, there will be one journal entry generated with one single-sided entry for the amount calculated and to the accounts specified in *Account DR/Account CR* sections.

If account format is defined, that is the Calculate For section is filled in, a loop which elements will be all the accounts from a current accounting period fulfilling the specified criterion will be executed.

The owner of created journal entry is a company structure center to which an operator who performed the posting operation is logged-in.

In order to view generated journal entry, it is necessary to select the recurring posting operation and click on the button [**View Generated Entries**]. The user will be transferred to the list [Journal Entries: Ledger](#) limited to the entries generated by a given scheme.