Recurring Journal Entries

User Guide · Odoo 18 / 19

Accounting & Finance

Technical module name: gb_recurring_journal_entries_pro
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Table of Contents

1. Overview
2. Installation
3. Configuration
4. Step-by-step Walkthrough
5. Feature Reference
6. Tips, Troubleshooting & FAQ
7. Support

1. Overview

Every accountant re-keys the same entries at month end — accruals, prepayments, depreciation-style postings, inter-company recharges. This module lets you define those entries once as a template and then schedule and auto-post them on a recurring cycle, with optional automatic reversals.

Templates carry their own balanced debit/credit lines (including analytic distribution), a frequency, a start date and an end condition. A scheduled action posts the journals when they fall due; you can also run them on demand. Batches group several templates so a whole month-end pack runs together.

Who is it for?

- Accountants and bookkeepers running month-end close
- Finance teams posting accruals, prepayments and standing journals
- Anyone who re-types identical journals every period

2. Installation

The module is delivered as a standard Odoo application and installs cleanly on both Odoo 18 and Odoo 19 Community or Enterprise.

Step	Action
1	Enable developer/apps — Log in as an administrator and open the Apps menu.
2	Update the app list — Click Update Apps List so Odoo picks up newly added modules.
3	Search — Search for "Recurring Journal Entries" (technical name gb_recurring_journal_entries_pro).
4	Install — Press Install. Required dependencies (account, analytic) are installed automatically.

After installation a new top-level menu, Recurring Journals, appears in the main menu bar.

3. Configuration

Open Recurring Journals ▸ Configuration / Templates to define your standing entries. Each template specifies the journal, the recurring lines (account, label, debit, credit, analytic account) and the schedule.

Choose a frequency — Daily, Weekly, Monthly, Quarterly or Yearly — a start date and how many occurrences or an end date. For reversing entries pick when the reversal posts: N days later or Start of next period.

Key configuration records

Field	Description
Recurring Template	The reusable journal definition: journal, lines, frequency, start/end and reversal settings.
Template Line	An individual debit or credit line with account, label and analytic distribution.

Field	Description
Recurring Batch	A group of templates that can be started, paused and run together.
Run Log / Skip Date	An audit log of each generated move, plus dates you choose to skip.

4. Step-by-step Walkthrough

Templates follow a Draft → Running → Completed lifecycle, and can be Paused:

Step	Action
1	Create a template — Open Templates, add the balanced lines and pick the journal.
2	Set the schedule — Choose frequency (Daily…Yearly), the start date and the end condition.
3	Configure reversal — If the entry reverses, choose N days later or Start of next period.
4	Preview the schedule — Use Preview Schedule to see the upcoming posting dates before committing.
5	Start — Press Start to move the template to Running so the scheduler will post it.
6	Generate now (optional) — Use Generate Now to post the next occurrence immediately.
7	Run a batch — Open a Batch and Run Batch to process all member templates at once.
8	Review history — Check Run History and the variance report; open any generated move.

Status flow

Records move through the following statuses:

- Template: Draft → Running → Completed (Pause / Resume at any time)
- Reversal timing: N days later or Start of next period
- Frequencies: Daily, Weekly, Monthly, Quarterly, Yearly

5. Feature Reference

Template journals

Define a balanced set of debit/credit lines once, including analytic distribution, and reuse them every period.

Flexible scheduling

Daily, weekly, monthly, quarterly or yearly cadence with a start date and a count- or date-based end.

Automatic reversals

Optionally post the mirror reversal a set number of days later or at the start of the next period — ideal for accruals.

Schedule preview

See the exact list of future posting dates before you start a template.

Batches

Group templates into a batch and run, start or pause the whole month-end pack in one action.

Run history & skip dates

Every generated move is logged and openable; specific dates can be skipped, and a variance report compares runs.

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6. Tips, Troubleshooting & FAQ

Q: Do the journals post automatically?
A: Yes — once a template is Running, a scheduled action posts due occurrences. You can also Generate Now on demand.

Q: Can I model an accrual and its reversal?
A: Yes. Enable reversal and choose N days later or start of next period; the reversing move is created automatically.

Q: How do I stop a template temporarily?
A: Use Pause; resume later with Resume. The template keeps its place in the schedule.

Q: Can I see what will post before it happens?
A: Use Preview Schedule to list upcoming dates, or open a Batch to run several templates together.

Q: Is analytic accounting supported?
A: Yes, the module depends on Analytic and each line can carry an analytic distribution.

Q: Where do I find what was posted?
A: Run History lists every generated move with a link to open it; a variance report compares periods.

7. Support

We are glad to help you get the most out of Recurring Journal Entries.

- Email: support@pokutsoft.com
- Apps & documentation: https://pokutsoft.com
- Please include your Odoo version (18 or 19) and the module version (18.0.1.0.0) when contacting support.

This module performs format generation and in-Odoo bookkeeping only. Where a third party (HMRC, a pension provider, a payroll bureau, a bank) is involved, the customer uses their own credentials/account to file or transmit. No filing is done on your behalf.

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