

# Business One in Action – How Can the Posting Date of a Recurring Posting Be Changed?



## Applies to:

SAP Business One, [Accounting](#), [General Finance](#)

## Summary:

This article will provide you with step-by-step instructions on how to change the posting date of a recurring posting.

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## Author Bio:

Kerstin Pauquet joined SAP in 2003 and is currently active as Global Topic Lead and Support Expert for SAP Business One. She has worked as both technical & business consultant. She authored this article as a direct response to a partner enquiry during the Expert-on-Phone project, where she consulted on mainly financial & banking related topics

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## How Can the Posting Date Of a Recurring Posting Be Changed?

A company has set up recurring postings to be proposed for execution on particular days of the month. The company does not trade on the weekend. A recurring posting is scheduled for execution for example on a Sunday. The company accountant wants to change it to the following Monday. How can this be achieved?

Go to Financials -> Recurring Postings & click on 'Confirmation List'. Identify the postings that need a date different from the current system date.

The image shows two overlapping SAP windows. The top window is titled 'Confirmation of Recurring Postings' and displays a table of postings to be executed today. The bottom window is a 'Calendar' for Wednesday 18 November 2009, showing a grid of dates from 26 Oct to 8 Nov.

**Confirmation of Recurring Postings Table:**

#	Posting No.	Description	Date	Value	Instance
1	04	Monthly Charity Donation	01.11.09	GBP 100.00	11
Total				GBP 100.00	

Number of Postings to be Executed: 1

**Calendar - Wednesday 18 November 2009:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26 Oct	27 Oct	28 Oct	29 Oct	30 Oct	31 Oct	1 Nov
2 Nov	3 Nov	4 Nov	5 Nov	6 Nov	7 Nov	8 Nov

In the example above, the proposed posting date is Sunday, 01.11.2009 & the date in the 'Confirmation of Recurring Postings' window is not editable.

Go to Financials -> Journal Entry to open a new journal entry (JE). In 'Template Type' in the header of the JE select 'Recurring Posting'. The adjacent field 'Template' will be active, select the appropriate template code for the recurring posting to have a different posting date.

The JE is populated automatically with the data from the template & the posting date can be changed before the JE is added.

**Journal Entry**

Series	Number	Posting Date	Due Date	Doc. Date	Ref. 1	Ref. 2
Primary	652	02.11.09	02.11.09	02.11.09		

Origin:      Origin No.:      Trans. No.:      Trans. Code:      Remarks:

Template Type: Recurring postir\*      Template: 04      Indicator:      Project:

Fixed Exchange Rate  
 Reverse  
 Adj. Trans. (Period 13)  
 Automatic VAT  
 Manage WTax  
 EU Report

Expand Editing Mode

#	G/L Acct/BP Code	G/L Acct/BP Name	Control Acct	Debit	Credit	Due Date	Project	VAT Code
1	161025	GBP Bank No.2 (other postings)	161025		GBP 100.00	02.11.09		
2	103000	Goodwill	103000	GBP 100.00		02.11.09		
3						02.11.09		

The so created JE replaces the proposed instance of the recurring posting. The proposed recurring posting must now be removed. In the confirmation window select the appropriate JE & click on 'Remove'.

The system message 'Delete selected Postings? - Remove/Cancel' appears. Click on 'Remove' to delete the appropriate proposed posting(s).

**Confirmation of Recurring Postings**

The postings listed below should be executed today  
Deselect rows you do not want to execute

#	Posting No.	Description	Date	Value	Instance
1	04	Monthly Charity Donation	01.11.09	GBP 100.00	11

**System Message**

Delete selected postings?

Remove      Cancel

Execute      1      Remove

## Related Contents

- [SAP Business One in Action Catalog Page:](#)  
<https://www.sdn.sap.com/irj/scn/index?rid=/webcontent/uuid/2015042b-e6bf-2c10-88bc-f52b878d2895>
- How-to-Guides are available from the [Documentation Resource Centre](#)
- SAP Note [1114120](#) – How to change the posting date of a recurring posting?
- For more information, visit the [Business One homepage](#).

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