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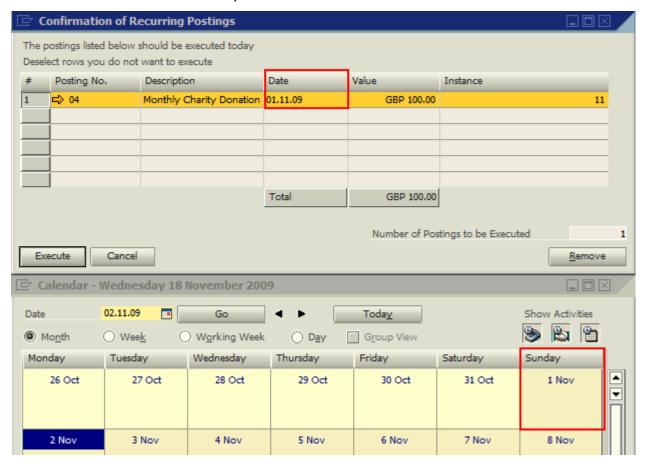
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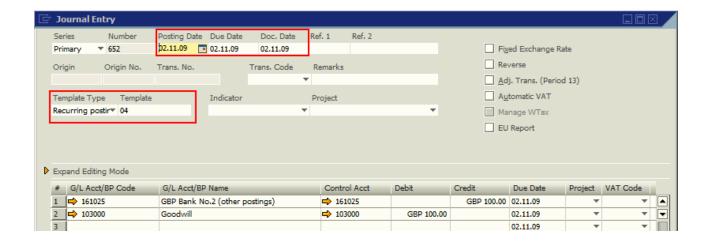## How Can the Posting Date Of a Recurring Posting Be Changed?

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.

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.

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).

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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