

LEARN!



# Abila MIP Fund Accounting Tip:

Managing Recurring Entries and How to Stop Them Early

**DWD**  
TECHNOLOGY GROUP

9921 Dupont Circle Drive West, Suite 300  
Fort Wayne, IN 46825  
260-423-2414 Phone  
260-423-2419 Fax  
[www.DWDTechGroup.com](http://www.DWDTechGroup.com)

# Manage Recurring Entries and How to Stop Them Early

To create a recurring transaction, begin to enter an entry as usual. Select the Memorized/Recurring Document icon (calendar with three green triangles.)

|  | Fund | Grant | GL    | Progr | Dept | 117 | Debit  | C |
|--|------|-------|-------|-------|------|-----|--------|---|
|  | 01   | 101   | 55005 | 101   | 101  | 1   | 100.00 |   |
|  | 01   | 101   | 70136 |       |      |     | 0.00   |   |

Give the recurring transaction a name and select whether you want to always use the same amount or use the same ratio of accounts based on a different dollar amount. Specify that it is a Recurring Entry, enter a start and end date for the document, and indicate how often it should occur. Click OK

**Memorize/Recurring Document**

Save Document As  
Name:

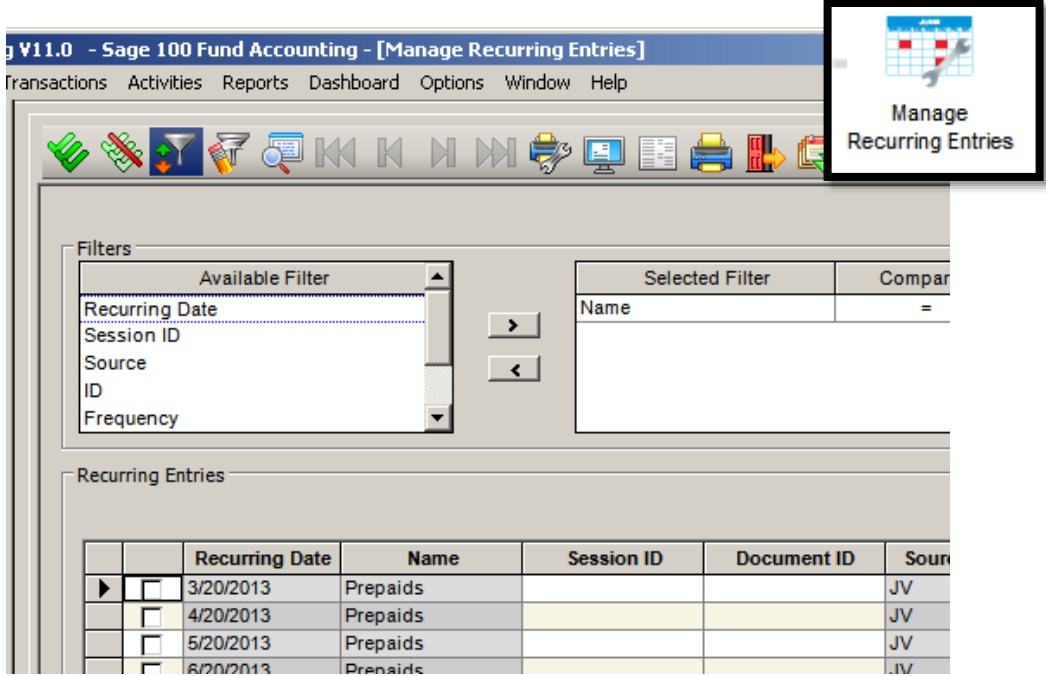
Actual Amounts  Percentages

Recurring Document Setup  
 Recurring Entry  
First Transaction Date:   
Frequency:   
Ending Transaction Date:   
 No Ending Date

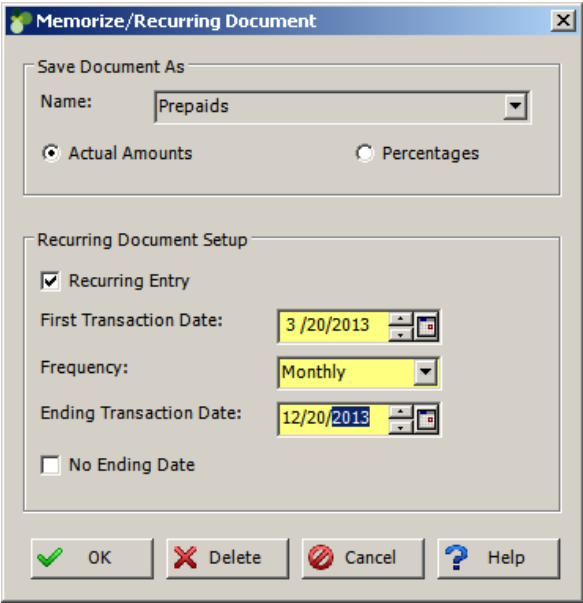
OK Delete Cancel Help

Once saved, the system will generate the entries into the future, which can be viewed under the Manage Recurring Entries screen (apply a Name filter). In fact, sessions and documents can be created directly in this screen.

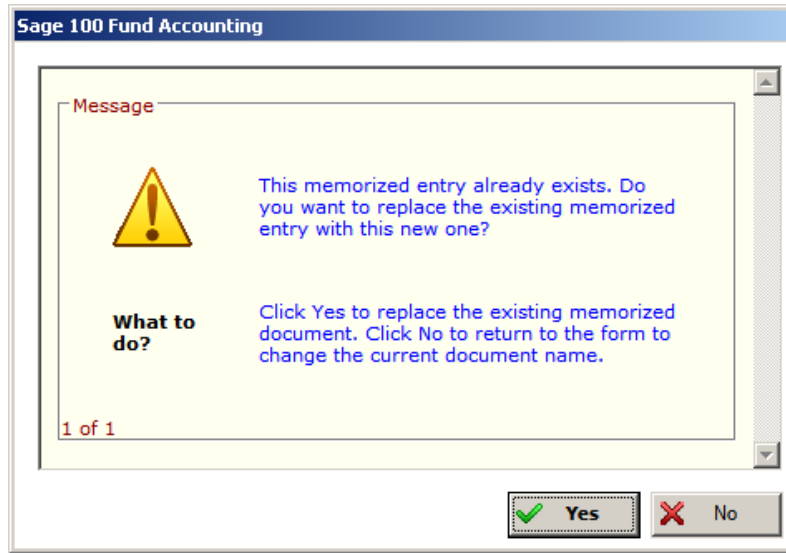
Once processed, they will appear as an open session in the related transaction entry screen which can be reviewed, and then ultimately posted.



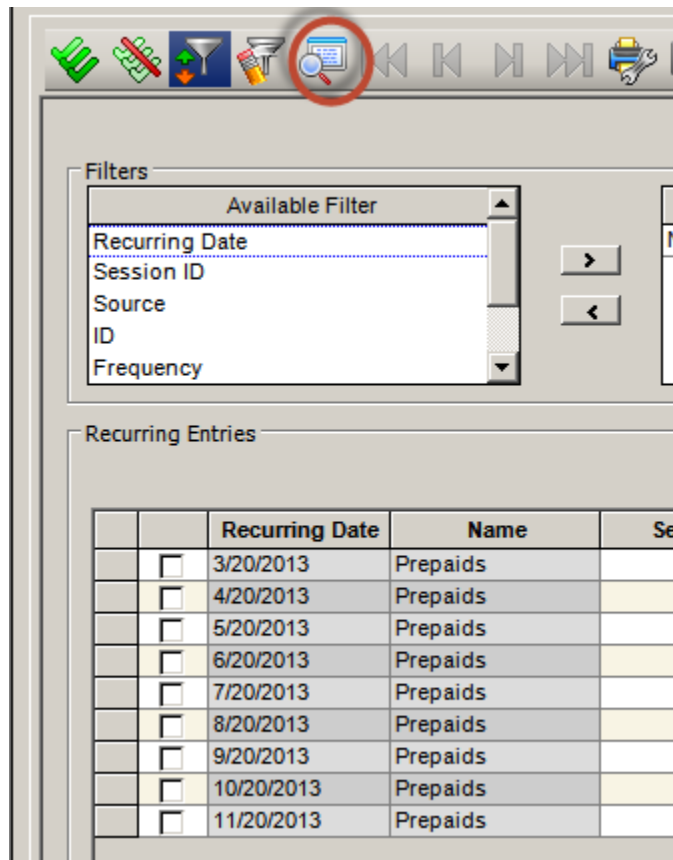
To stop a Recurring entry early, use the Memorized/Recurring Document icon within the Manage Recurring Entries screen. You can edit the Ending Transaction Date to stop early.



Click Yes to replace the original with the new ending date.



Re-display the records and you should see fewer documents because we stopped the recurring entry early.



If you need assistance with Managing Recurring Entries or any other Abila MIP Fund Accounting related question, please contact John Haney at [jhaney@dwdtechgroup.com](mailto:jhaney@dwdtechgroup.com) or 260.423.2414.

Copyright 2015 DWD Technology Group | All rights reserved. This article content may not be reproduced (in whole or in part), displayed, modified or distributed without express permission from the copyright holder.