



## Recurring entries

Enter regular recurrent postings in EuroFib for Windows once and create a stack with your postings if needed.

Posting => Recurring entries

Enter the desired description for your package of postings and click on edit.



Edit

Delete

New entry

Dauerbuchungen						
		title	date	time	user	posted
		Costs	14.10.2013	12:44:45	1 / SUP	
		Monthly payroll	11.10.2013	15:14:26	1 / SUP	14.10.2013

On the following window you are able to enter your postings.

File => New (new posting)

[CTRL+N]

Edit => New split row

[CTRL+S]

Edit => Cost split

[CTRL+E]

**Posting date + voucher date** will be entered on the posting process later.

You are able to enter **voucher number + posting text** here for each posting. But it's also possible on the posting process later.

Split postings:

Change Stack - postings													
Ändern Buchungen													
	counter	posting date	voucher date	voucher	voucher number	account	contra	description for post	tax amount	taxcd	gross/net	amount	debit/credit
	1	01.01.1900	01.01.1900	LO		6000			.00	gross	gross	5.000,00	debit
						6200			.00	gross	gross	2.500,00	debit
						3531			.00	gross	gross	1.000,00	credit
						9640			.00	gross	gross	5.600,00	credit
						3507			.00	gross	gross	900,00	credit
	2	01.01.1900	01.01.1900	LO		6400			.00	gross	gross	900,00	debit
						6410			.00	gross	gross	120,00	debit
						3531			.00	gross	gross	1.000,00	debit
						3531			.00	gross	gross	2.020,00	credit

Contra postings:

Change Stack - postings													
Ändern Buchungen													
	counter	posting date	voucher date	voucher	voucher number	account	contra	description for post	tax amount	taxcd	gross/net	amount	debit/credit
	1	01.01.1900	01.01.1900	BB		7800	9999	Miete	200,00	220	gross	1.200,00	debit
	2	01.01.1900	01.01.1900	BB		7200	9999	Reinigungskosten Büro	40,00	220	gross	240,00	debit
	3	01.01.1900	01.01.1900	BB		7300	9999	Parkplatz	20,00	220	gross	120,00	debit



If you entered a **cost split** [CTRL+E] the following icon will be displayed:

To delete an entered cost split click the **right mouse button** and choose „**Delete cost split**“.

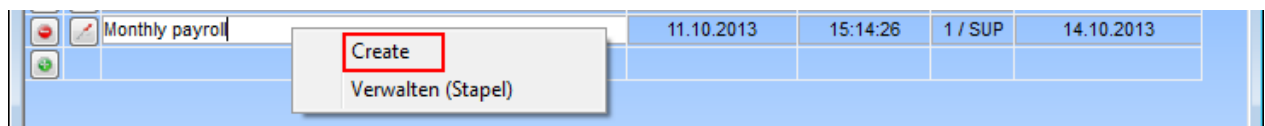
Also a **recalculation** for the cost splits (**for the current line or for all lines**) is possible.

If the total amount of the cost split doesn't fit to the posting amount, this **difference** will be displayed with the following icon:

Additional you are able to add existing postings from your account sheet (Reports => Account sheet => Screen) via **Drag & Drop**.

You start the creation of your „recurring entries package“ with a click on the right mouse button and „Create“:

A Link to the „Manage stack“ functionality can be chosen also here.



In the **top area** you see all your entered postings again.

In the **bottom area** just enter the desired informations for your posting process.

posting date	31.10.2013	
voucher date	31.10.2013	
voucher no.	all	10
posting text	all	Payroll October 2013
protocol	total	
processing	booking	

You start the posting process with execute [F11].

If you choose „check“ as processing type, the stack will be created and is available under “Posting => Stack posting”!



If you want to share your package of recurring entries with other EuroFib users, just enter/choose the desired users in the bottom area of the recurring entries screen:

	User	Name	Kennung	Aktiv
	2	SUPPORT	SUP	<input checked="" type="checkbox"/>