



DATAFLOW  
Financial Software Solutions

## *Recurring Postings*

Dear user,

You must make sure that you have read “Navigating the System” first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:

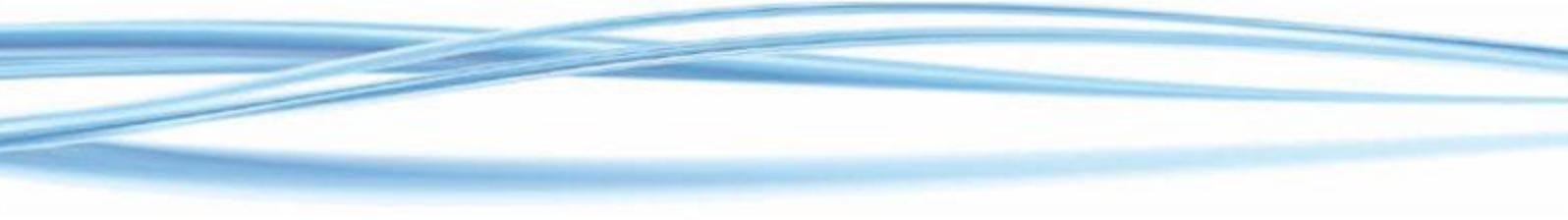
[https://dataflow.co.uk/images/uploads/release\\_notes/Clarity\\_-\\_Navigating\\_the\\_System\\_.pdf](https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf)

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

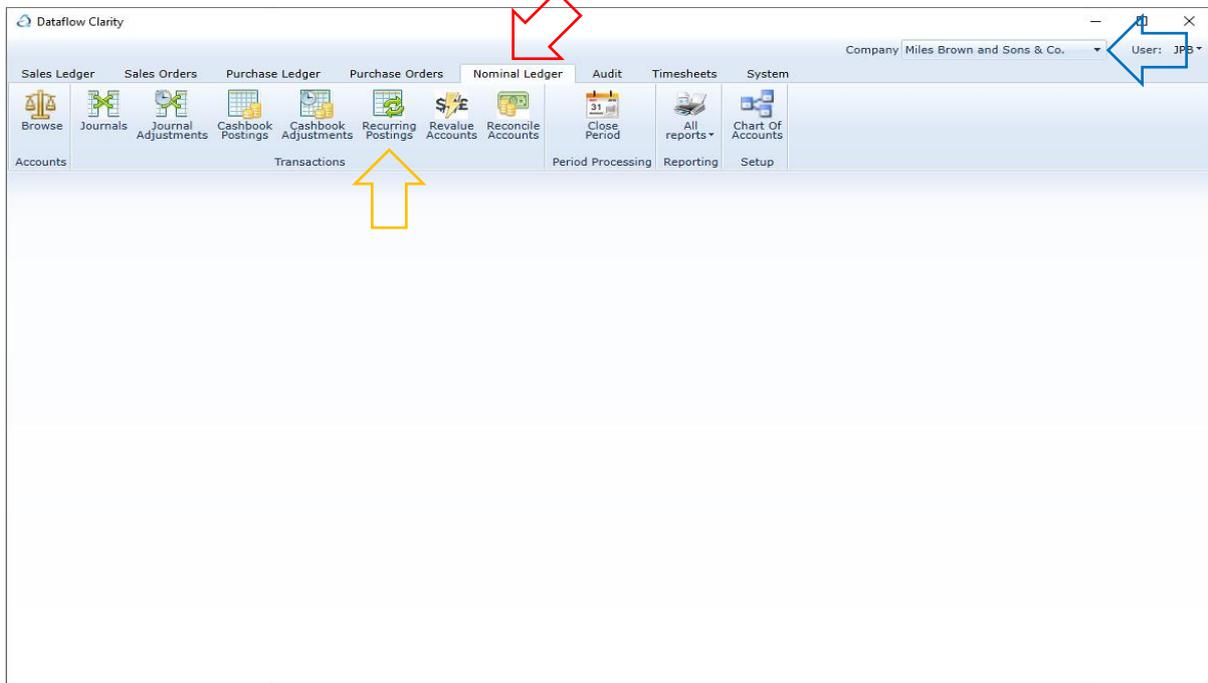
Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

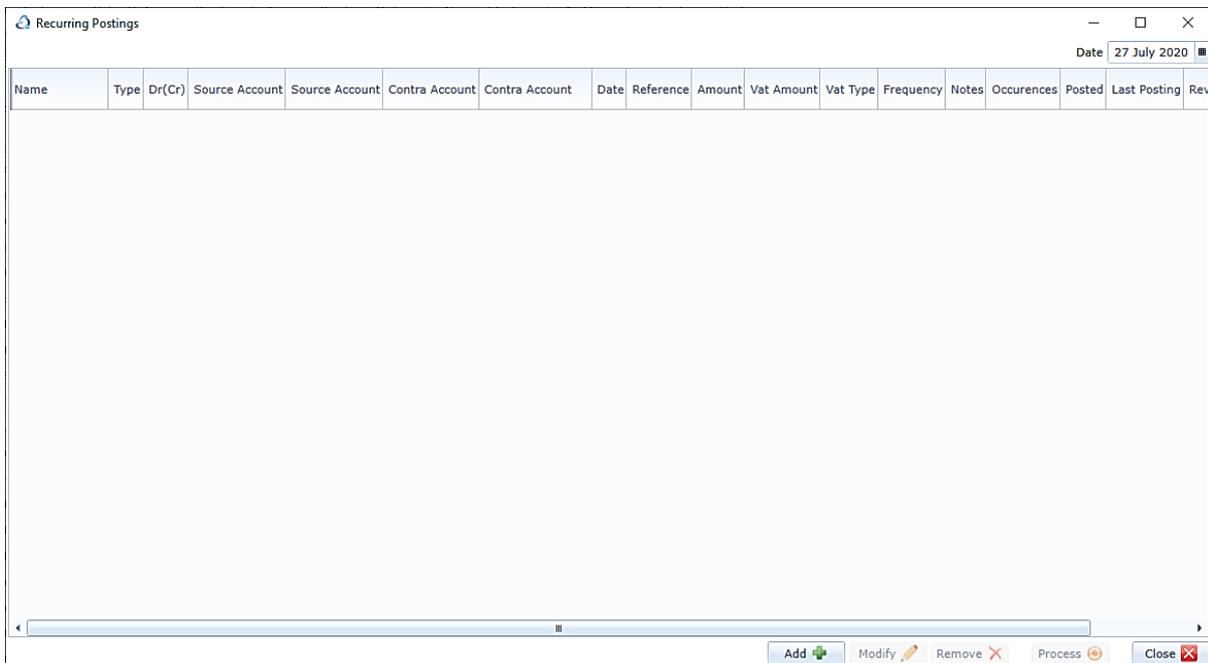
Dataflow (UK) Ltd



Recurring posting are located and setup within the Recurring Postings section of the toolbar. The blue arrow identifies the company currently in use, the red arrow identifies the Nominal Ledger and the yellow arrow identifies the Recurring Postings option:



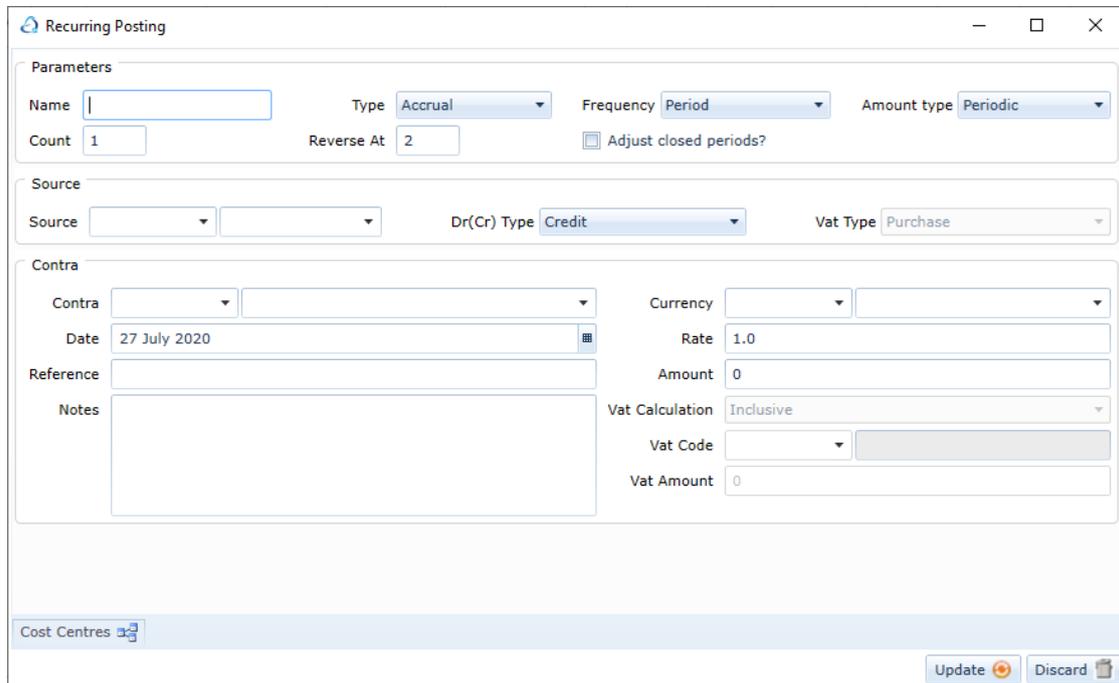
The following window is the Recurring Posting window, where you'll create new entries and modify, remove and process existing entries:



As you can see there are presently no recurring posting setup. This document will guide you through the process of adding a new one and processing it.

## Adding a new Recurring Posting

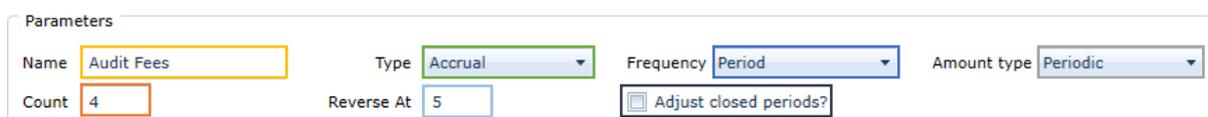
To create a new recurring posting click the  button on the footer of the window. By doing so this will load the following window:



The screenshot shows the 'Recurring Posting' window with the following fields populated:

- Parameters:** Name (empty), Type: Accrual, Frequency: Period, Amount type: Periodic, Count: 1, Reverse At: 2, Adjust closed periods? (checkbox)
- Source:** Source (empty), Dr(Cr) Type: Credit, Vat Type: Purchase
- Contra:** Contra (empty), Date: 27 July 2020, Currency (empty), Rate: 1.0, Amount: 0, Reference (empty), Notes (empty), Vat Calculation: Inclusive, Vat Code (empty), Vat Amount: 0
- Cost Centres:** (empty)
- Buttons:** Update, Discard

I have broken down the window down into colour coded sections and populated information to help you follow the flow of adding a new recurring posting:



The Parameters section is highlighted with colored boxes around the following fields:

- Name:** Audit Fees
- Type:** Accrual
- Frequency:** Period
- Amount type:** Periodic
- Count:** 4
- Reverse At:** 5
- Adjust closed periods?** (checkbox)

**Name** The name given to the entry. This can be anything you chose.

**Type** Whether the entry is an Accrual, Prepayment or Standing Order.

**Frequency** How frequently the posting will be made.

**Amount type** Whether the transaction amount entered is the period amount or the total for the recurring posting.

**Count** The number of times the posting will be made.

**Reverse At** This field is only available for Accruals and it defines when the Accrual will be reversed.

**Adjust closed periods** Whether you wish the system to be able to post the accruals to a closed period.

Source			
Source	ACCRUALS ▾   Accruals ▾	Dr(Cr) Type Credit ▾	Vat Type Purchase ▾

**Source**

The source Nominal code selection.

**Dr(Cr) Type**

Whether the transaction is posted as a debit or credit.

**Vat Type**

Whether the Vat type is Sales or Purchase.

Contra		Currency	
Contra	AUDIT ▾   Audit Fees ▾	Currency	
Date	14 July 2020	Rate	1.0
Reference	Audit 2020	Amount	1000
Notes	Monthly Accrual for Audit Fees	Vat Calculation	Net ▾
		Vat Code	1 ▾   Standard Rated
		Vat Amount	200.00

**Contra**

The contra Nominal code selection.

**Date**

The date of the transaction. Clarity will use this date, the frequency and the count to determine when this posting is to be made and how many times.

**Reference**

The detail entered here will be the transaction reference for every associated posting.

**Notes**

Notes relating to this Accrual.

**Currency**

The currency in which the Accrual is to be posted.

**Rate**

The exchange rate to be used in conjunction with the currency selection.

**Amount**

The amount. This field works in conjunction with the Amount Type and occurrences field. Either enter the exact value to be posted for each occurrence or the total value and allow Clarity to calculate the value of each posting based upon the frequency and number of occurrences.

**Vat Calculation**

Whether the Vat calculation is to be Net, Gross or Inclusive.

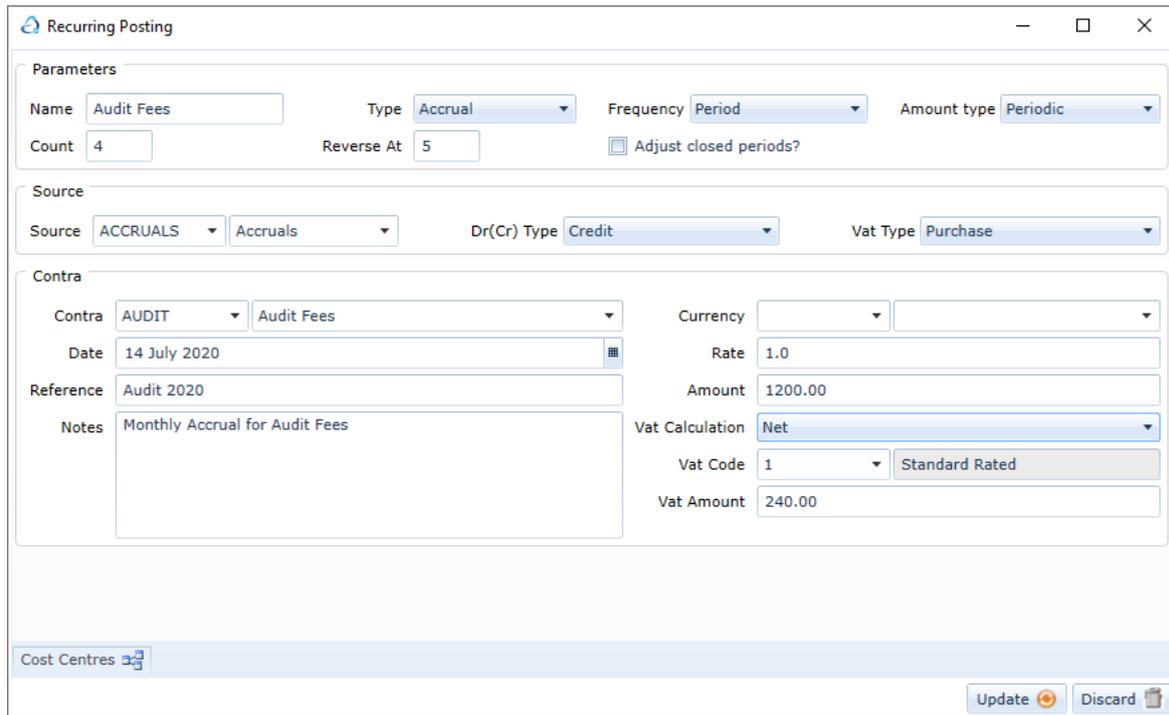
**Vat Code**

The Vat code (rate) to be used for this Accrual. This field is not active if the Vat calculation inclusive is used.

**Vat Amount**

The calculated Vat amount based upon your selections. This field is not active if the Vat calculation inclusive is used.

Below is an overview of the information above and how it appears:



**Recurring Posting**

**Parameters**  
 Name: Audit Fees | Type: Accrual | Frequency: Period | Amount type: Periodic  
 Count: 4 | Reverse At: 5 |  Adjust closed periods?

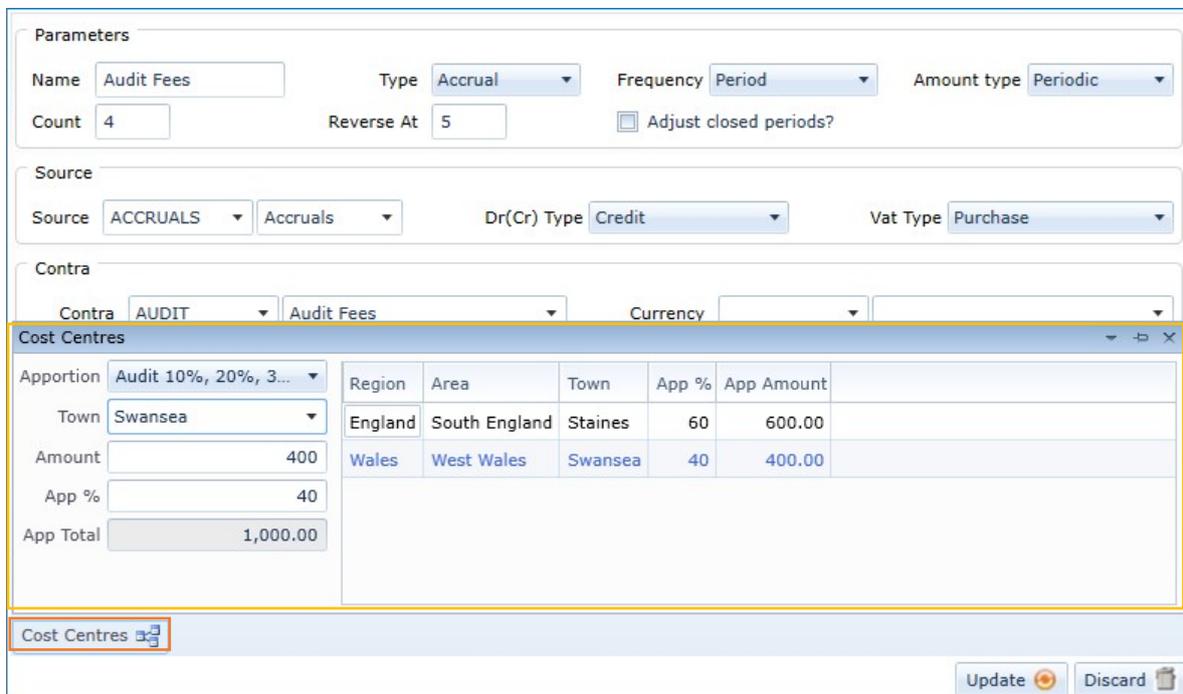
**Source**  
 Source: ACCRUALS | Accruals | Dr(Cr) Type: Credit | Vat Type: Purchase

**Contra**  
 Contra: AUDIT | Audit Fees | Currency: | |  
 Date: 14 July 2020 | Rate: 1.0  
 Reference: Audit 2020 | Amount: 1200.00  
 Notes: Monthly Accrual for Audit Fees | Vat Calculation: Net  
 Vat Code: 1 | Standard Rated | Vat Amount: 240.00

**Cost Centres** (highlighted in orange)

Update | Discard

There is also the option to apply Cost Centre apportionment to the recurring posting by clicking the Cost Centres tab on the footer highlighted in orange in the image below. Clicking the Cost Centre tab will open a section for apportionment input, highlighted in yellow:



**Parameters**  
 Name: Audit Fees | Type: Accrual | Frequency: Period | Amount type: Periodic  
 Count: 4 | Reverse At: 5 |  Adjust closed periods?

**Source**  
 Source: ACCRUALS | Accruals | Dr(Cr) Type: Credit | Vat Type: Purchase

**Contra**  
 Contra: AUDIT | Audit Fees | Currency: | |

**Cost Centres** (highlighted in yellow)

Apportion: Audit 10%, 20%, 3...  
 Town: Swansea  
 Amount: 400  
 App %: 40  
 App Total: 1,000.00

Region	Area	Town	App %	App Amount
England	South England	Staines	60	600.00
Wales	West Wales	Swansea	40	400.00

**Cost Centres** (highlighted in orange)

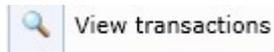
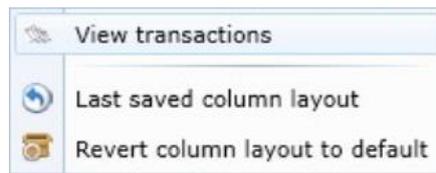
Update | Discard

Once you have finished setting up the new accrual use the **Update** button on the footer of the window to confirm and save the new accrual.

The new accrual is now active and listed with the recurring posting grid as seen below:

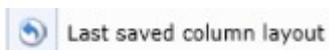
Name	Type	Date	Dr(Cr)	Source Account	Occurrences	Posted	Reverse At	Amount	Last Posting	Frequency	Process	Source Account	Contra Account	Contra Account
Audit Fees	Accrual	14-Jul-2020	Credit	ACCRUALS	4	0	5	1200.00		Period	<input checked="" type="checkbox"/>	Accruals	AUDIT	Audit Fees

Right clicking on an entry within the recurring posting grid presents various options:

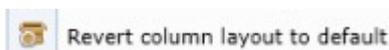


Use this option to view the transactions posted against the assigned Nominal code for the selected recurring posting.

Account Code	Account Description	Source Code	Source Description	Date	Period Date	Adjustment	Type	Reference	Batch No.	Audit No.	Currency	Exchange Rate	Amount
AUDIT	Audit Fees			31-Aug-2020	31-Aug-2020		NDC	Audit 2020	714	10001	1		£ 1,000.00
ACCRUALS	Accruals			30-Sep-2020	30-Sep-2020		NDC	Audit 2020	714	10002	1		£ -1,200.00
AUDIT	Audit Fees			30-Sep-2020	30-Sep-2020		NDC	Audit 2020	714	10002	1		£ 1,000.00
ACCRUALS	Accruals			31-Oct-2020	31-Oct-2020		NDC	Audit 2020	714	10003	1		£ -1,200.00
AUDIT	Audit Fees			31-Oct-2020	31-Oct-2020		NDC	Audit 2020	714	10003	1		£ 1,000.00
ACCRUALS	Accruals			30-Nov-2020	30-Nov-2020		NDC	Audit 2020	714	10004	1		£ 4,800.00
AUDIT	Audit Fees			30-Nov-2020	30-Nov-2020		NDC	Audit 2020	714	10004	1		£ -4,000.00
ACCRUALS	Accruals			31-Jul-2020	31-Jul-2020		NDC	test	715	10013	1		£ -400.00



Reverts the layout back to the last saved layout.



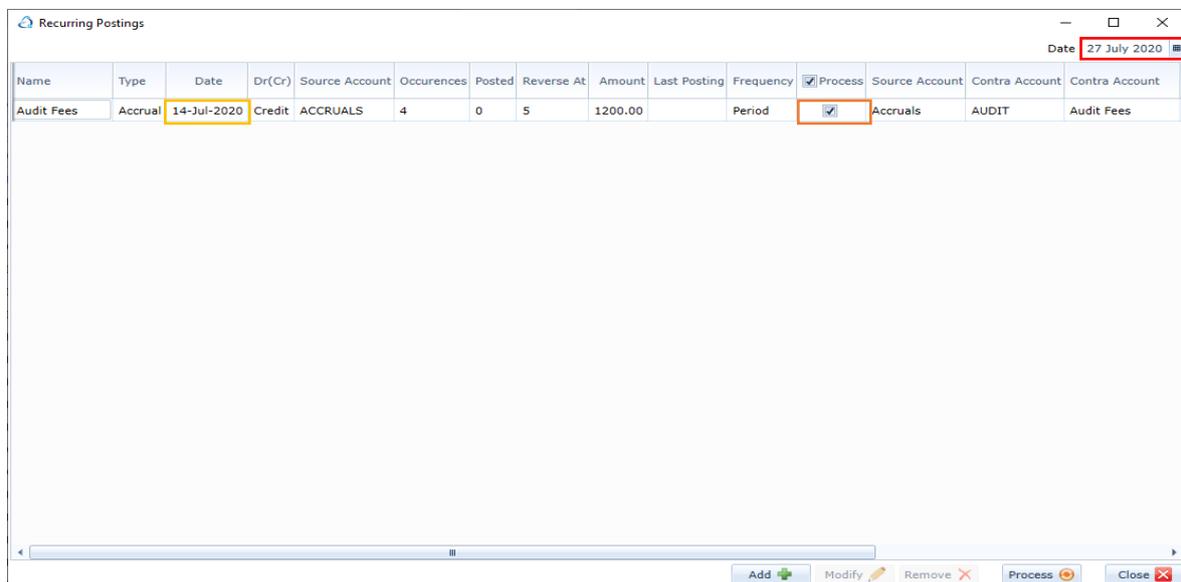
Reverts the column layout back to the system default.

## Updating Recurring Postings to ledger

In this example we are only looking at a single accrual. In reality there will likely be more recurring postings listed within the grid. The processing date highlighted in red below controls which recurring postings are displayed and processed.

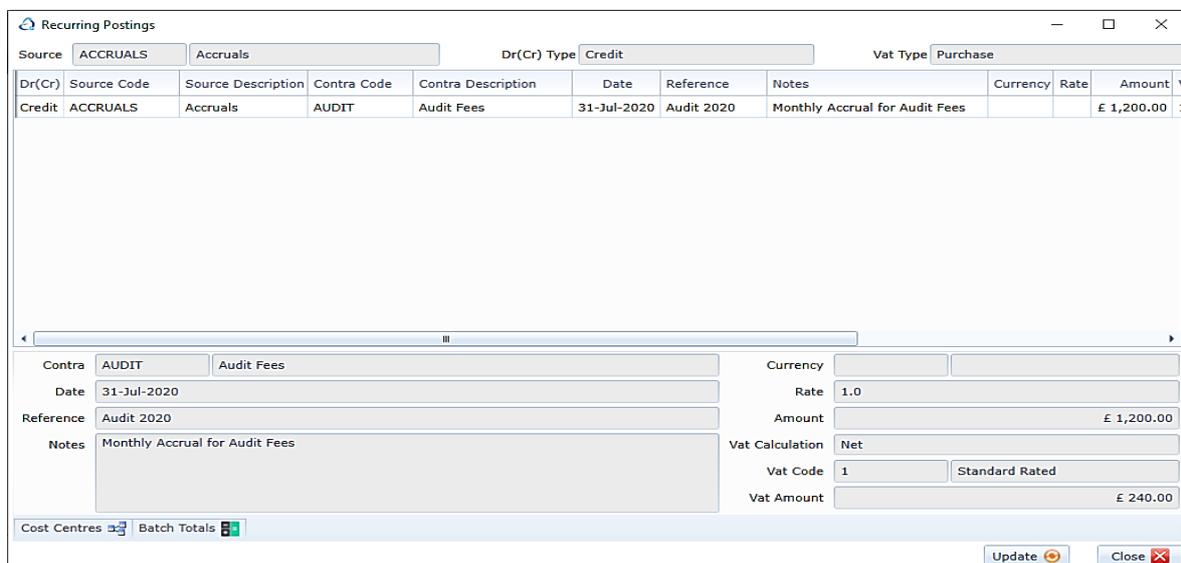
The recurring posting will only be processed if the transaction's date is equal to or less than the processing date. The transaction's date is highlighted in yellow, and processing date highlighted in red below.

To manually post recurring postings ensure that the required entries are ticked, highlighted in orange below, and then click the **Process** button located on the footer of the window:



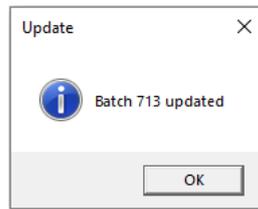
Name	Type	Date	Dr(Cr)	Source Account	Occurrences	Posted	Reverse At	Amount	Last Posting	Frequency	Process	Source Account	Contra Account	Contra Account
Audit Fees	Accrual	14-Jul-2020	Credit	ACCRUALS	4	0	5	1200.00		Period	<input checked="" type="checkbox"/>	Accruals	AUDIT	Audit Fees

Clicking the process button will open a new window containing the posting:



Dr(Cr)	Source Code	Source Description	Contra Code	Contra Description	Date	Reference	Notes	Currency	Rate	Amount
Credit	ACCRUALS	Accruals	AUDIT	Audit Fees	31-Jul-2020	Audit 2020	Monthly Accrual for Audit Fees			£ 1,200.00

From here you will need to click the **Update** button to complete the process. A confirmation dialogue will appear upon successful update.



As you can see highlighted in **orange** within the image below the posted count has now increased from 0 to 1. You may also notice that the transaction date has now automatically changed from its previous date of 14-Jul-2020 to 31-Aug-2020, highlighted in **yellow** below.

The transaction date is now 31-Aug-2020 because this recurring posting example was created as a periodic accrual. We have just posted the July accrual so the next periodic accrual will be for August.

Name	Type	Date	Dr(Cr)	Source Account	Occurrences	Posted	Reverse At	Amount	Last Posting	Frequency	<input checked="" type="checkbox"/> Process	Source Account	Contra Account	Contra Account
Audit Fees	Accrual	31-Aug-2020	Credit	ACCRUALS	4	1	5	1200.00		Period	<input checked="" type="checkbox"/>	Accruals	AUDIT	Audit Fees

Should you wish to do so you may post multiple occurrences in one go.

Using the same example as above I have set the date to 31<sup>st</sup> October, highlighted in **red** below. The next posting date for this periodic accrual was the 31<sup>st</sup> August, highlighted in **yellow** below.

By clicking the process button the system has opened the batch window and calculated that there are four remaining entries to be processed up to the 31<sup>st</sup> October. These include the 3 remaining accruals highlighted in **green**, and the accrual reversal, highlighted in **blue** below:

Recurring Postings

Date: 31 October 2020

Name	Type	Date	Dr(Cr)	Source Account	Occurrences	Posted	Reverse At	Amount	Last Posting	Frequency	Process	Source Account	Contra Account	Contra Account
Audit Fees	Accrual	31-Aug-2020	Credit	ACCRUALS	4	1	5	1000.00		Period	<input checked="" type="checkbox"/>	Accruals	AUDIT	Audit Fees

Recurring Postings

Source: ACCRUALS Accruals Dr(Cr) Type: Debit Vat Type: Purchase

Dr(Cr)	Source Code	Source Description	Contra Code	Contra Description	Date	Reference	Notes	Currency	Rate	Amount
Credit	ACCRUALS	Accruals	AUDIT	Audit Fees	31-Aug-2020	Audit 2020	Monthly Accrual for Audit Fees			£ 1,000.00
Credit	ACCRUALS	Accruals	AUDIT	Audit Fees	30-Sep-2020	Audit 2020	Monthly Accrual for Audit Fees			£ 1,000.00
Credit	ACCRUALS	Accruals	AUDIT	Audit Fees	31-Oct-2020	Audit 2020	Monthly Accrual for Audit Fees			£ 1,000.00
Debit	ACCRUALS	Accruals	AUDIT	Audit Fees	30-Nov-2020	Audit 2020	Monthly Accrual for Audit Fees			£ 4,000.00

Contra: AUDIT Audit Fees  
 Date: 30-Nov-2020  
 Reference: Audit 2020  
 Notes: Monthly Accrual for Audit Fees  
 Currency:   
 Rate: 1.0  
 Amount: £ 4,000.00  
 Vat Calculation: Net  
 Vat Code: 1 Standard Rated  
 Vat Amount: £ 800.00

Cost Centres: Batch Totals: Update Close

If you were to update the batch above containing the remaining accrual postings the occurrences and posted values will reflect this status within the recurring posting grid, highlighted in orange below:

Recurring Postings

Date: 24 October 2020

Name	Type	Date	Dr(Cr)	Source Account	Occurrences	Posted	Reverse At	Amount	Last Posting	Frequency	Process	Source Account	Contra Account	Contra Account
Audit Fees	Accrual	30-Nov-2020	Credit	ACCRUALS	4	4	5	1000.00		Period	<input checked="" type="checkbox"/>	Accruals	AUDIT	Audit Fees

Add Modify Remove Process Close

If you were to now change the recurring posting windows date to beyond October the above accrual will no longer be visible within the recurring posting grid as there are no more postings to be made for the selected date.

### Nominal Ledger Period Processing

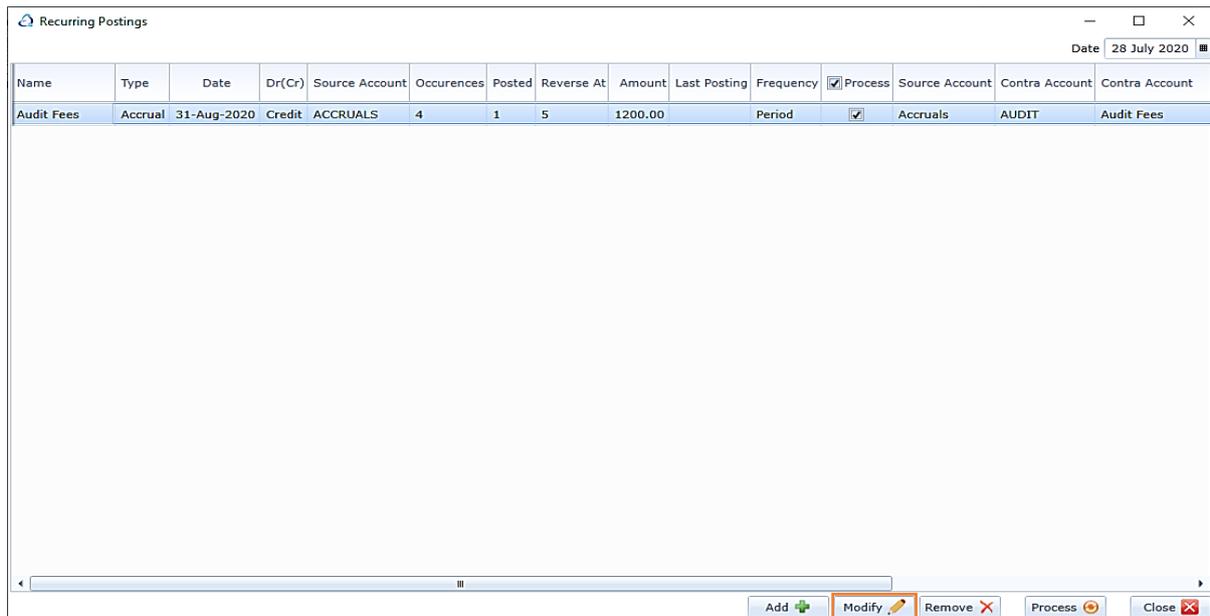
The Recurring posting routine also works in conjunction with the Nominal Ledger Close Period routine.

Should outstanding recurring postings be present for the Nominal Period currently being closed Clarity will open a batch update window containing those recurring postings awaiting update for that period.

Once those recurring postings are updated via the Close Period routine the occurrences and posted status will be reflected back in recurring postings window.

### Modifying an existing Recurring Posting

To modify the details of an existing recurring posting simply click the **Modify** button on the footer of the window, highlighted in orange below:

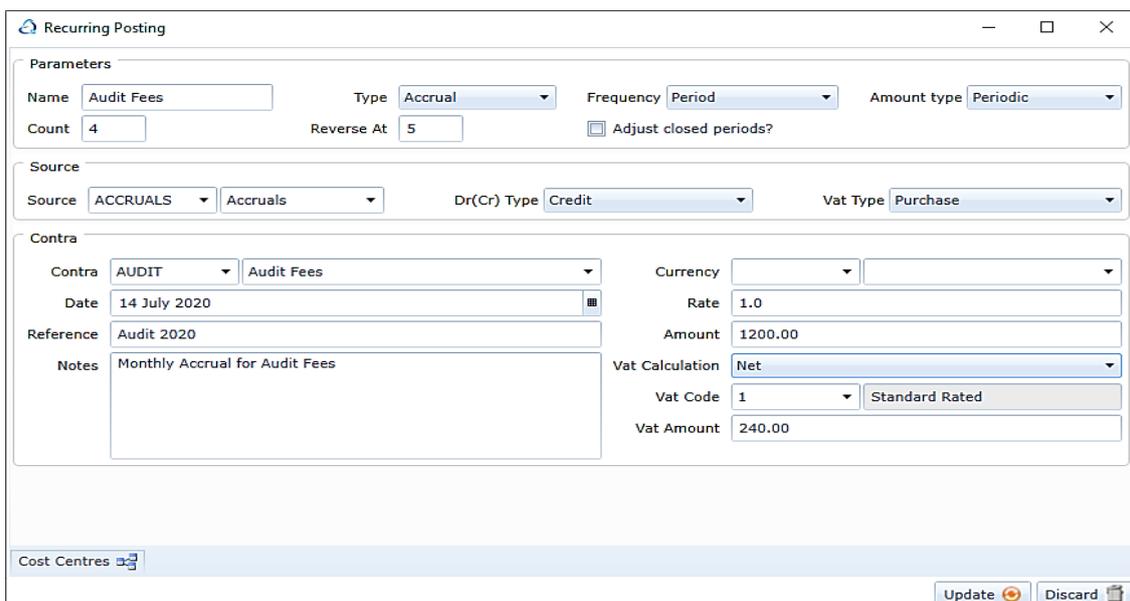


Name	Type	Date	Dr(Cr)	Source Account	Occurrences	Posted	Reverse At	Amount	Last Posting	Frequency	Process	Source Account	Contra Account	Contra Account
Audit Fees	Accrual	31-Aug-2020	Credit	ACCRUALS	4	1	5	1200.00		Period	<input checked="" type="checkbox"/>	Accruals	AUDIT	Audit Fees

Buttons at the bottom: Add, **Modify** (highlighted), Remove, Process, Close

By doing so will take you into the same window you would see if you were adding a new recurring posting.

From here you are able to amend the details:



**Parameters**

Name: Audit Fees    Type: Accrual    Frequency: Period    Amount type: Periodic

Count: 4    Reverse At: 5     Adjust closed periods?

**Source**

Source: ACCRUALS    Accruals    Dr(Cr) Type: Credit    Vat Type: Purchase

**Contra**

Contra: AUDIT    Audit Fees    Currency:    Rate: 1.0

Date: 14 July 2020    Amount: 1200.00

Reference: Audit 2020    Vat Calculation: Net

Notes: Monthly Accrual for Audit Fees    Vat Code: 1    Standard Rated

Vat Amount: 240.00

Cost Centres:    Update    Discard

Once you've finished making your amendments use the **Update** button on the footer of the window to save the changes.

Note – should the accrual Amount type be set to Total and you change the value of the accrual amount the system will automatically adjust the value(s) for the remaining occurrences of that accrual.

### Removing an existing Recurring Posting

To remove an existing recurring posting simply click the **Remove** button on the footer of the window, highlighted in orange below:

