

Compeat Help

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Create Journal Entry Templates

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Journal entry templates save you and your team time when it comes to entering regularly occurring transactions, such as depreciation, payroll, and interest.

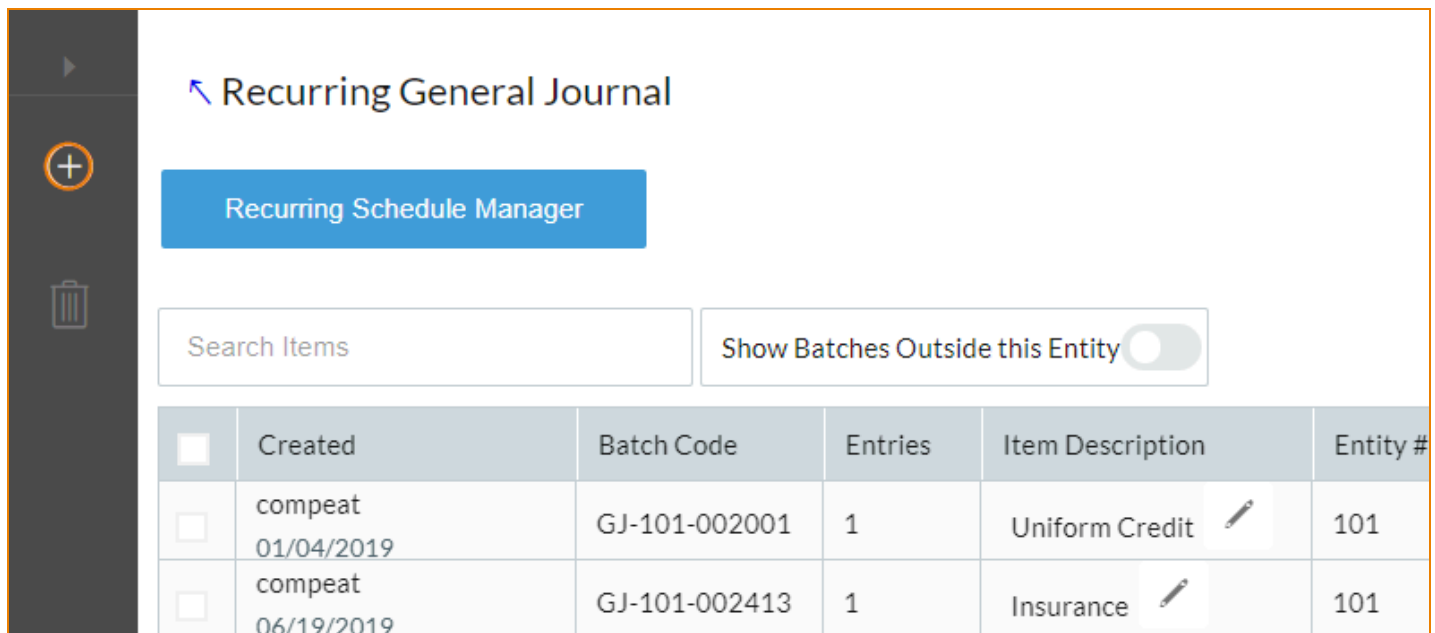
Incorporate templates in your workflow in two ways:

- » Use a template when adding a new journal entry to a standard general journal.
- » Populate a **recurring general journal** with templates.

Create a Template

If you've created journal entries in Compeat before, then journal entry templates will look familiar to you. The two processes are near identical.

To create a journal entry template, navigate to **Journal Entries > Recurring GJ**.



The screenshot displays the 'Recurring General Journal' interface. At the top, there is a blue button labeled 'Recurring Schedule Manager'. Below it is a search bar with the text 'Search Items' and a toggle switch for 'Show Batches Outside this Entity'. The main content is a table with the following columns: 'Created', 'Batch Code', 'Entries', 'Item Description', and 'Entity #'. The table contains two rows of data:

<input type="checkbox"/>	Created	Batch Code	Entries	Item Description	Entity #
<input type="checkbox"/>	compeat 01/04/2019	GJ-101-002001	1	Uniform Credit	101
<input type="checkbox"/>	compeat 06/19/2019	GJ-101-002413	1	Insurance	101

Just like standard journal entries, journal entry templates exist in a batch.

» **Plan to have journal entries recur?** We recommend you put templates that share the same recurrence schedule in the same batch as you will assign the schedule at the batch level.

Learn more about scheduling recurring GJs in our [Schedule Recurring General Journals](#) article.

» **Simply want to create journal entry templates for later use?** If you wish to create templates that you can use when creating a standard journal entry, then we recommend you create a batch to hold those templates.

We also recommend you give it a batch name that indicates the non-recurring/scheduled nature of the batch, such as *Non-Recurring Templates*.

The screenshot shows the 'Recurring General Journal' page in the Compeat Accounting system. The breadcrumb trail is 'Accounting Home > Recurring General Journal'. The page title is 'Recurring General Journal'. Below the title is a 'Recurring Schedule Manager' button. There is a search bar labeled 'Search Items' and a toggle switch for 'Show Batches Outside this Entity'. A table displays the following data:

<input type="checkbox"/>	Created	Batch Code	Entries	Item Description
<input type="checkbox"/>	compeat 01/04/2019	GJ-101-002001	1	Uniform Credit

To create a new batch, select the plus sign icon on the left side of the page. New batches appear with **New** in the *Created* column. Simply locate your new batch and select the batch details.

Compeat prompts you to name your batch. You can edit the name later, if desired, by selecting the pencil icon in the *Item Description* column.

Enter Template Details

From here, the process strongly resembles that of a standard journal entry. The only difference is the absence of an apply date.

Create A New Entry

This entry will appear in batch: GJ-101-002443

Journal Entry Description

Auto-Reversing

Auto-Reversing Apply Date (Required if Auto-Reversing)

Journal Entry Notes (Optional)

- » If you use a journal entry template in a standard general journal, you will enter your apply date at that time.
- » If you use templates in a recurring journal, then your apply dates generate based on the assigned recurrence schedule.

! Auto-Reversing Apply Date

If you enabled *Auto-Reversing Apply Date* in the template, then the auto-reversing date will automatically populate based off the number of days defined in Other Definitions.

Enter Line Items

You can enter line items as you would in a standard journal entry by selecting the GL accounts you wish to debit and credit.

Search grid		Columns	Enable Inter-Company Transactions		
Entity	GL Account #	GL Account Description	Debit	Credit	
101	2002	Whitney Bank Credit Card	0	0	
101	1001	Whitney Operating	0	0	

- » **Entering amounts?** You absolutely can. Transactions like salaried employee payroll or depreciation may not change between each recurrence or use, so you could enter a fixed amount if desired.
- » **Not entering amounts?** Also acceptable! This might be ideal for transactions like hourly employee payroll or interest, where amounts may fluctuate.

When you create a journal entry using the template, or when a journal entry recurs from the template, you can enter the necessary amounts.

! Making a change?

Any changes you make to a journal entry or recurring journal entry that generated from a template only affects the generated entry—not the template. You must edit the template itself in order to make permanent changes.

Use a Template in a General Journal

When you add a journal entry to a standard general journal, Compeat gives you two options: a blank journal entry or convert from a recurring journal entry.

Selecting *Convert From Recurring Journal Entry* presents you with a list of all available templates for your current entity.

Choose a Recurring Journal Entry to convert to a Journal Entry

This entry will appear in batch: GJ-003-000852

	Batch Description	Journal Control #
<input type="checkbox"/>	INSURANCE	GJ-003-0000439
<input type="checkbox"/>	TABC PERMIT	GJ-003-0000581
<input checked="" type="checkbox"/>	DEPRECIATION/AMORTIZATION	GJ-003-0000372

Select the template you wish to use, and then select **Next**. This takes you to the journal entry where you can confirm or edit line items.

Use Recurring GJ

Just like with standard journal entries, templates live in a batch. How many templates you choose to include in a batch depends on your operation and how you plan to schedule the recurring batch.

Interested in setting up recurring general journals? Learn more in our [Create and Schedule Recurring GJ](#) article.

Common Questions

You likely have additional questions about journal entry templates. We answer some below, but if you don't see your question, feel free to [email us](#).

- ▼ **What if I need to make changes to my journal entry template?**

Updated on March 9, 2021

Tagged: [efficiency](#) [journal entries](#) [recurring](#) [templates](#)

