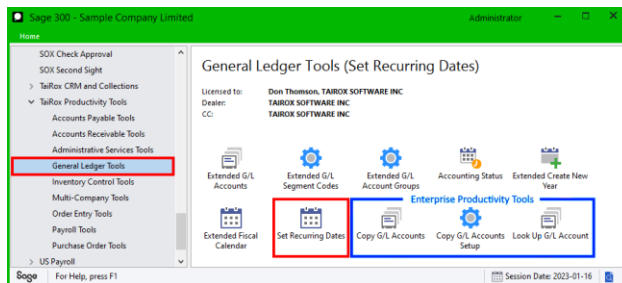# Set Recurring Dates

Set Recurring Dates provides a way to change the Last Run Date for G/L Recurring Entries, something not possible in Sage 300. In Sage 300, if the Last Run Date is accidentally set incorrectly (e.g. you type 2021 instead of 2020), the only way to fix the date has been to edit database tables directly.

Set Recurrent Dates lets you:

- Select G/L Recurring Entries from a range of Recurring Entry Codes and a range of Last Run Dates.
  The Last Run Date criteria can be useful for tracking down incorrect values.
- Load Recurring Entry Codes in a grid and edit the Last Run Dates.
- Click the Process button to update the recurring entry dates.
- Display a log of the updates to confirm the procedure.

Using Set Recurring Dates

The Set Recurring Dates icon appears under **TaiRox Productivity Tools > General Ledger Tools** on the Sage 300 desktop and can be copied to other menu locations.

Enterprise Productivity Tools appear if you have an Enterprise license from TaiRox Software.

- Open the Sage 300 company with the recurring entry dates that you want to reset.
- Click the Set Recurring Dates icon in the General Ledger Tools folder to open the Set Recurring Dates form, shown below.
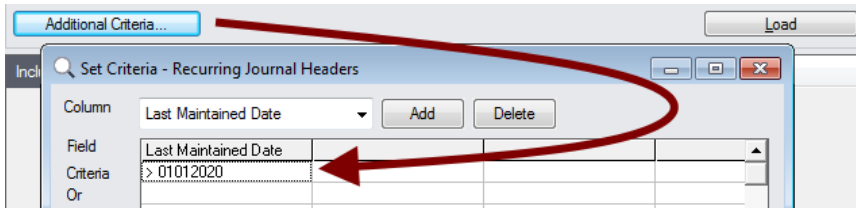
Specify a range of recurring dates:

You can look up G/L Recurring Entries from a range of Recurring Entry Codes and a range of Last Run Dates to find the dates that you want to reset.


Choose additional criteria:

- Click the Additional Criteria button to use any Recurring Entry fields for filtering.

Load the list of Recurring Entries and choose which ones to update:

- Click the Load button to display the list of Recurring Entries.

  When the Load button is pressed, the program will display the range of recurring entries with the additional criteria that you specified.

  o You can adjust the ranges or additional criteria if necessary, then click Load again.
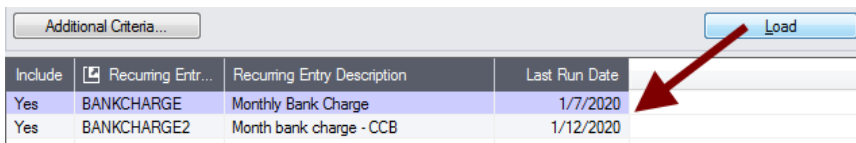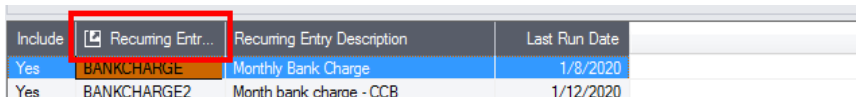

- Click the Select All and Select None buttons at the bottom of the screen to include all or none of the charges accounts loaded in the update.
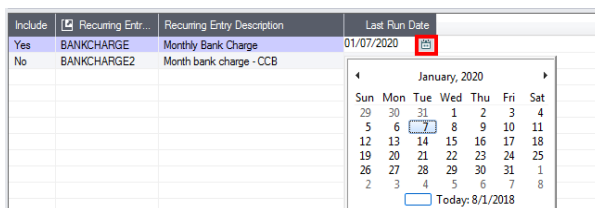

- Double-click in the Include column to "cherry-pick" Recurring Entries for updating:
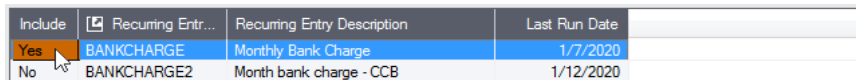
  Double-click the Recurring Entry Code, or click the Recurring Entry Code column to drill-down to recurring entry records.
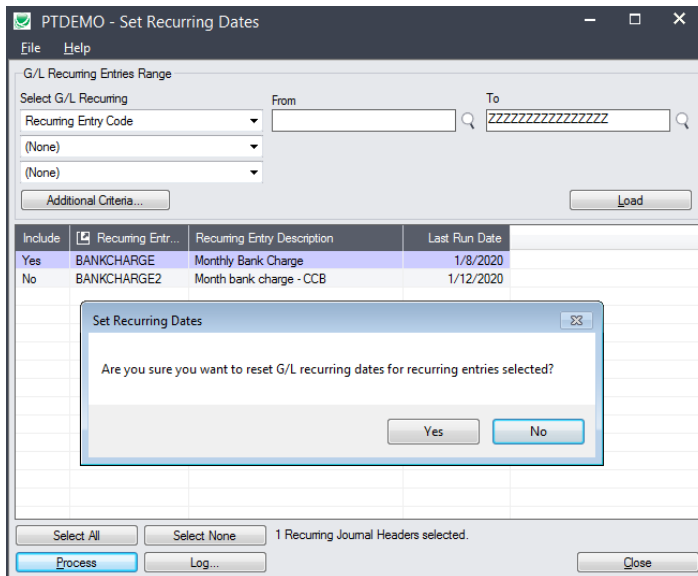

- Double-click the Last Run Date to edit the date. Click the calendar button to choose the date from the pop-up calendar.

Click the Process button to update the Last Run Dates:

When you are happy with the edits to recurring entry dates, click the Process button at the bottom of the screen.

- Click the Yes button to confirm.

Click the Log button to confirm which Recurring Dates were processed:

```
8/1/2020 9:03:04 AM Set Recurring Dates started.
8/1/2020 9:03:04 AM
8/1/2020 9:03:04 AM Performed by user: ADMIN
8/1/2020 9:03:04 AM
8/1/2020 9:03:04 AM G/L Recurring Entries Range
8/1/2020 9:03:04 AM     Recurring Entry Code From [] To [ZZZZZZZZZZZZZZZZ]
8/1/2020 9:03:04 AM
8/1/2020 9:03:04 AM     Updating Recurring Entry Code BANKCHARGE...
8/1/2020 9:03:04 AM         Recurring Entry Code BANKCHARGE updated.
8/1/2020 9:03:04 AM
8/1/2020 9:03:04 AM Set Recurring Dates complete.
8/1/2020 9:03:04 AM
=============================================================================
```

The Log lists:

- The user, and the range of Recurring Entries specified for the selection.
- Each entry that was processed and whether the recurring entry was updated.