

How To Create New Reallocation

Here's how to create Reallocation record:

1. From **General Ledger** menu, click on **Reallocations**. If there's no existing reallocation record, the **Search Reallocation** screen will open. Otherwise, **Reallocation** screen will open automatically.
2. If Search Reallocation screen opens, click **New** toolbar button. A blank Reallocation screen will open.
3. Enter **Name** and **Description** for the reallocation you will create.
4. Add **Account ID** on the grid by clicking the combo box button and selecting Account ID from the list. **Description** field will be automatically filled in with the accounts description of the selected Account ID.
5. Enter **Percentage** you want for the selected account. The amount allocated for the account when used in General Journal will be based here.
6. You can enter as many lines as you wish by going to a blank line and entering another Account ID as long as the total would equal to **100%**, **-100%** or **0.00%**.
7. Click **Save** to save reallocation record.