

How To Duplicate Reallocation

Here are the steps on how to duplicate Reallocation record:

1. Click **Reallocations** from **General Ledger** menu.
2. From **Search Reallocation** screen, select existing record and click **Open Selected**.
3. Click on **Duplicate** toolbar button. Duplicate reallocation will open. Everything from the original reallocation will be copied on the duplicate record. The description will show that this is a duplicate journal.