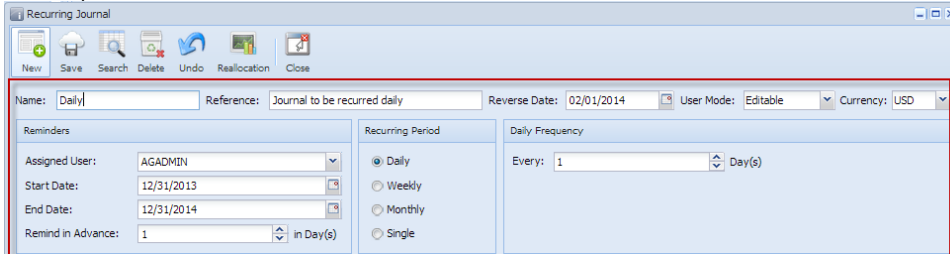


How to Add Reallocation on Recurring Journal

Here are the steps on how to add reallocation on your Recurring Journal screen. But before this, be sure that you already have reallocation record (see [How To Create New Reallocation](#)):

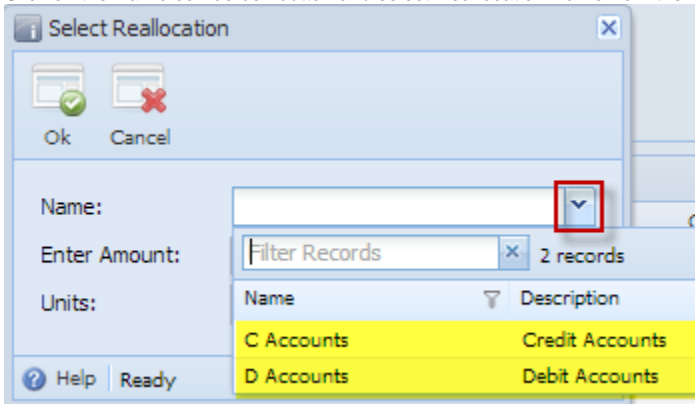
1. Click **Recurring Journal** from **General Ledger > Maintenance** menu. If there's an existing record, **Search Recurring Journal** screen will open. Otherwise, **Recurring Journal** screen will open automatically.
2. If Search Recurring Journal screen opens, click **New** toolbar button to open the blank Recurring Journal screen.
3. Fill in required fields.



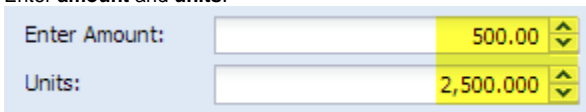
4. Click on **Reallocation** toolbar button to open **Select Reallocation** screen.



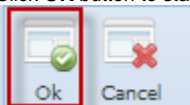
5. Click on the **Name** combo box button and select Reallocation Name from the list.



6. Enter **amount** and **units**.



7. Click **OK** button to start adding the accounts from the Reallocation record to Recurring Journal.



8. Once Select Reallocation form closes, accounts for the selected Reallocation record are now displayed on the grid. Entered amount and units from the Select Reallocation screen will be allocated to the accounts included in the selected Reallocation record based on the percentage set for each account.

Account ID	Description	Doc Date	Debit	Credit	Debit Units	Credit Units	Document
700010-00	SPRING WHEAT SALES -ADMIN	12/31/2013	0.00	100.00	0.000	500.000	
700060-00	RICE SALES -ADMIN	12/31/2013	0.00	100.00	0.000	500.000	
700070-00	OATS SALES -ADMIN	12/31/2013	0.00	100.00	0.000	500.000	
700080-00	SOYBEANS SALES -ADMIN	12/31/2013	0.00	100.00	0.000	500.000	
700090-00	CORN SALES -ADMIN	12/31/2013	0.00	100.00	0.000	500.000	