

# How To Print Reallocation Report (Obsolete in 17.4 and above)

Here are the steps on how to print a Reallocation Report:

1. Go to **Reallocations** menu to open Reallocation Search Detail
2. Open the **Details** tab. Filter the reallocation to print.
3. Click **Export** then select Excel or PDF or Text.
4. Upon export, it should automatically save the exported data in the format selected.

- Open **Report Parameters** screen of **Reallocation** report. (See [How To Print General Ledger Reports](#))

Field Name	Condition	From	To	Join
Account Id	Equal To			And
Description	Equal To			And
Primary Account	Equal To			And
Profit Center	Equal To			And

- Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.
  - **Account Id** - Use this to filter the report by the selected account ids based on the condition setup.
  - **Description** - This refer to the description of the accounts. Use this to filter the report by the accounts description based on the condition setup.
  - **Primary Account** - This refer to the segment with Primary type. Use this to filter the account ids based on the selected primary account.
  - **Profit Center** - This refer to the segment with Segment type. This may vary depending on the segment name you entered when you create your Account Structure. Use this to filter the account ids based on the selected segment code.
- Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Name	Account ID	Account Description	Percentage
<b>Description</b>			
Sample Reallocation			
Sample Description for this Reallocation			
	101000-777	CASH ON HAND-PC	50.00%
	101900-000	ATM CASH ON HAND -PC	25.00%
	121000-040	ACCTS RECEIVABLE CUSTOMER -PC4	25.00%
<b>Total:</b>			100.00%

Parameters			
Name	From	Sample Reallocation	To

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