OSAS

GENERAL LEDGER

ALLOCATIONS

Go to General Ledger

Go to File Maintenance

Go to Allocations

Account to Allocate – Enter the main GL account number that needs to be allocated.

If no allocation is setup for this GL account number, you will be prompted to copy from. Hit enter to skip this field.

Description – Enter the GL account number description.

The cursor will now be at #1, under GL account.

Enter the first GL account number to be allocated to, along with the percentage amount.

Continue entering GL account numbers and their percentage amount until the percentage equals 100%.

Page down.

Once allocations are set up, when posting to master, answer YES to post allocations.

This will create a journal entry that credits the main GL account number and debits the allocated GL account numbers based on the percentage entered.