

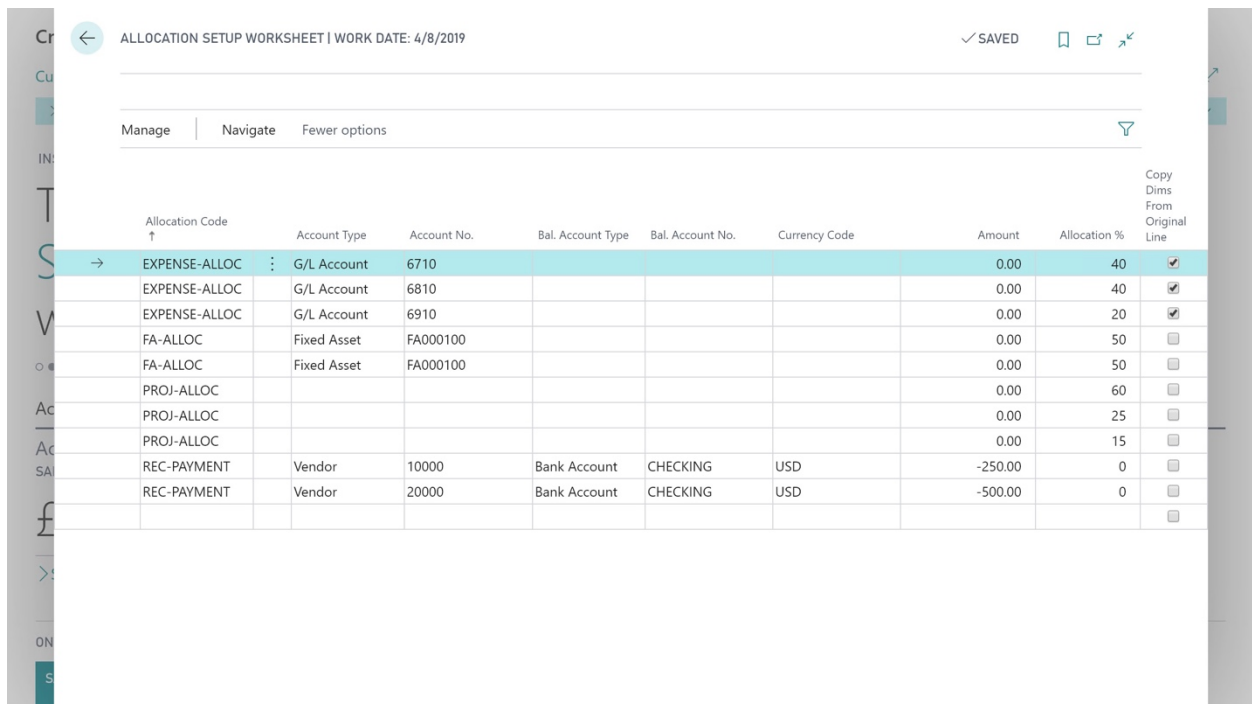
Journal Allocation Tool

The Journal Allocation Tool allows you to run allocations on journal lines and on document lines. You can allocate lines by G/L Accounts or Dimension combinations, split by percentages or using fixed amounts.

This can be useful for organizations where journal or document lines often need to be allocated to different departments, projects, or more generally, any combination of dimensions; and split by either specific amounts or a percentage of the original amount.

Multiple allocations can be setup ahead of time, each with a unique Allocation Code, so that the users will simply select the Allocation Code they want to use for their journal or document, and let the Journal Allocation Tool do the rest.

The first step is to define the allocations using the 'Allocation Setup Worksheet' page:



Cr ← ALLOCATION SETUP WORKSHEET | WORK DATE: 4/8/2019 ✓ SAVED

Manage | Navigate Fewer options

Allocation Code ↑	Account Type	Account No.	Bal. Account Type	Bal. Account No.	Currency Code	Amount	Allocation %	Copy Dims From Original Line
→ EXPENSE-ALLOC	G/L Account	6710				0.00	40	<input checked="" type="checkbox"/>
EXPENSE-ALLOC	G/L Account	6810				0.00	40	<input checked="" type="checkbox"/>
EXPENSE-ALLOC	G/L Account	6910				0.00	20	<input checked="" type="checkbox"/>
FA-ALLOC	Fixed Asset	FA000100				0.00	50	<input type="checkbox"/>
FA-ALLOC	Fixed Asset	FA000100				0.00	50	<input type="checkbox"/>
PROJ-ALLOC						0.00	60	<input type="checkbox"/>
PROJ-ALLOC						0.00	25	<input type="checkbox"/>
PROJ-ALLOC						0.00	15	<input type="checkbox"/>
REC-PAYMENT	Vendor	10000	Bank Account	CHECKING	USD	-250.00	0	<input type="checkbox"/>
REC-PAYMENT	Vendor	20000	Bank Account	CHECKING	USD	-500.00	0	<input type="checkbox"/>
								<input type="checkbox"/>

Allocation Code:

A unique code for each allocation. This allows you to setup different allocations ahead of time, then from the journal or document, simply select which allocation you want to use on the selected lines. In the example above, four different allocations have been defined.

Account Type / No., Bal. Account Type / No., Currency Code, Amount:

If these fields are populated on the Allocation Setup Worksheet, they will replace the corresponding fields on the new lines that will be created by the allocation. If the field is left blank in the Allocation Setup Worksheet, the Journal Allocation Tool will keep the value from the original line. In the case of the Amount field, leaving these all zero will allow you to use an Allocation % instead of a fixed Amount. On Purchase document lines, the Amount replaces the “Direct Unit Cost”, and on Sales document lines, the Amount replaces the “Unit Price”.

Allocation %:

If all the Amount fields for an allocation are zero, and Allocation % is non-zero, the Journal Allocation Tool will calculate that percentage of the Amount of the original line, and use the result as the Amount of the new line that will be created by the allocation. In this scenario, the Allocation % fields of the allocation must total 100%.

Copy Dims from Original Line:

If this field is set to Yes, the Journal Allocation Tool will copy the dimensions from the original line, to all new lines created by the allocation.

If this field is set to No, the Journal Allocation Tool will copy the dimensions from the Allocation Setup Worksheet line, if any have been defined.

In the example above:

- The ‘EXPENSE-ALLOC’ allocation splits the original line by G/L Accounts and a percentage of the original amount.
- The ‘FA-ALLOC’ allocation splits the original line into two Fixed Asset lines, with different dimensions (not shown), each new line getting 50% of the original amount.

- The 'PROJ-ALLOC' allocation simply splits the original line into three lines with amounts of 60%, 25%, and 15% of the original amount. No other changes are made.
- The 'REC-PAYMENT' allocation creates 2 payment lines: one to Vendor No. 10000 for USD 250, another to Vendor No. 20000 for USD 500. Both payments will be from Bank Account 'CHECKING'.

To define the dimensions on the allocated line, select the line, then press the Dimensions button in the Navigate tab on the Allocation Setup Worksheet:

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Manage | Navigate Fewer options

Dimensions

Allocation Code ↑	Account Type	Account No.	Bal. Account Type	Bal. Account No.	Currency Code	Amount	Allocation %	
EXPENSE-ALLOC	G/L Account	6710				0.00	40	<input checked="" type="checkbox"/>
EXPENSE-ALLOC	G/L Account	6810				0.00	40	<input checked="" type="checkbox"/>
EXPENSE-ALLOC	G/L Account	6910				0.00	20	<input checked="" type="checkbox"/>
FA-ALLOC	Fixed Asset	FA000100				0.00	50	<input type="checkbox"/>
FA-ALLOC	Fixed Asset	FA000100				0.00	50	<input type="checkbox"/>
PROJ-ALLOC						0.00	60	<input type="checkbox"/>
→ PROJ-ALLOC :						0.00	25	<input type="checkbox"/>
PROJ-ALLOC						0.00	15	<input type="checkbox"/>
REC-PAYMENT	Vendor	10000	Bank Account	CHECKING	USD	-250.00	0	<input type="checkbox"/>
REC-PAYMENT	Vendor	20000	Bank Account	CHECKING	USD	-500.00	0	<input type="checkbox"/>

Copy Dims From Original Line

Enter the dimension values:

Search

+ New

Edit List

Delete

Open in Excel

EDIT - ALLOCATION LINE DIMENSIONS - EDIT DIMENSION SET ENTRIES

Dimension Code ↑	Dimension Value Code	Dimension Value Name
→ CUSTOMERGROUP	LARGE	Large Business
DEPARTMENT	ADM	Administration

Close

When the Journal Allocation Tool is installed, a new 'Allocate' button will be available in the following journals and documents:

- General Journal
- Sales Journal
- Purchase Journal
- Cash Receipt Journal
- Payment Journal
- IC General Journal
- Job G/L Journal
- Fixed Asset G/L Journal
- Purchase Quote
- Purchase Order
- Purchase Invoice
- Purchase Credit Memo
- Blanket Purchase Order
- Purchase Return Order
- Sales Quote
- Sales Order
- Sales Invoice
- Sales Credit Memo
- Blanket Sales Order
- Sales Return Order

To perform allocations, simply select the lines to be allocated, then press the Allocate button in the Line tab:

Cr

←

GENERAL JOURNALS | WORK DATE: 4/8/2019

✓ SAVED

📄

🔍

Batch Name

.....

DEFAULT

...

Posting Date

.....

4/8/2019

📅

Document No.

.....

Currency Code

.....

▼

Manage

Process

Page

Post/Print

Line

Account

...

Actions

Navigate

Fewer options

🔍

①

🔄 Dimensions

➦ Allocate

📋 Approvals

⚙️

	Account No.	Account Name	Description	Debit Amount	Credit Amount
	<input type="radio"/> 8310	Software	Software	2,000.00	
	<input checked="" type="radio"/> 8210	Office Supplies	Office Supplies	500.00	
→	<input checked="" type="radio"/> 8330	Other Computer Expenses	Other Computer Expenses	100.00	
	<input type="radio"/> 8450	Delivery Expenses	Delivery Expenses	50.00	

ACCOUNT NAME

TOTAL DEBIT

TOTAL CREDIT

BALANCE

TOTAL BALANCE

AccName	Other Computer...	2,650.00	0.00	2,600.00	2,650.00
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The Journal Allocation Tool will run and an Options page will be presented:

The screenshot shows the 'ALLOCATE' dialog box with the 'Options' tab selected. The 'Allocation Code' is set to 'PROJ-ALLOC'. The 'Keep Original Lines' toggle is turned on, and the 'Flip Sign' toggle is turned off. The background shows a 'GENERAL JOURNALS' screen with a table of accounts and a summary table at the bottom.

Account No.	Account Name	TOTAL DEBIT	TOTAL CREDIT	BALANCE	TOTAL BALANCE
8310	Other Computer...	2,650.00	0.00	2,600.00	2,650.00

Debit Amount	Credit Amount
2,000.00	
500.00	
100.00	
50.00	

Allocation Code:

Enter or select the Allocation Code to be used. A lookup to the Allocation Setup Worksheet allows you to quickly view the setup and select the appropriate Allocation Code for this allocation.

Keep Original Lines:

After the allocation has been performed, keep or delete the original line(s) that were originally selected in the journal or document.

Flip Sign:

After the allocation has been performed, flip the sign (ie. multiply by -1) of the Amount on the new lines that were created by the allocation.

When you press OK, the new lines will be created along with any dimensions that were defined on the Allocation Setup Worksheet lines.

GENERAL JOURNALS | WORK DATE: 4/8/2019

Batch Name: DEFAULT Posting Date: 4/8/2019

Document No.: Currency Code:

Manage Process Page Post/Print Line Account Actions Navigate Fewer options

Account No.	Account Name	Description	Debit Amount	Credit Amount
8310	Software	Software	2,000.00	
→ 8450	Delivery Expenses	Delivery Expenses	50.00	
8210	Office Supplies	Office Supplies	500.00	
8210	Office Supplies	Office Supplies	300.00	
8210	Office Supplies	Office Supplies	125.00	
8210	Office Supplies	Office Supplies	75.00	
8330	Other Computer Expenses	Other Computer Expenses	100.00	
8330	Other Computer Expenses	Other Computer Expenses	60.00	
8330	Other Computer Expenses	Other Computer Expenses	25.00	
8330	Other Computer Expenses	Other Computer Expenses	15.00	

ACCOUNT NAME	TOTAL DEBIT	TOTAL CREDIT	BALANCE	TOTAL BALANCE
AccName Delivery Expenses	3,250.00	0.00	2,050.00	3,250.00

EDIT - GENERAL DEFAULT 40070 - EDIT DIMENSION SET ENTRIES

Dimension Code ↑ Dimension Value Code Dimension Value Name

→ CUSTOMERGROUP	LARGE	Large Business
DEPARTMENT	ADM	Administration

Close

ACCOUNT NAME	TOTAL DEBIT	TOTAL CREDIT	BALANCE	TOTAL BALANCE
AccName Other Computer...	3,250.00	0.00	3,235.00	3,250.00



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