How to Create Analytical Entry Template

This video will show users how to create an Analytical Entry Template.

Analytical entry template allow user to automatically split a GL entry into several Analytical Ledger entries.

Navigate to Accounting, Analytical Entry Template, Create New.
Fill in template code and name, trade type, channel, brand, and category.
Click Save when done.

STEP-BY-STEP:
1. Go to Accounting menu
2. Select Analytical Entry Template
3. Click Create New button to start entering data
4. Enter Template Code and Name
5. Select Trade Type
6. Select Channel and enter the Percentage for it
7. Select Brand and enter the Percentage for it
8. Select Category and enter the Percentage for it
9. The total percentage for each type must be 100%

Click Save when done with the data entry.