How to Create Journal Entry with Analytical Groups Allocation

This video will show users how to Create Journal Entry with Analytical Groups Allocation.

Navigate to Accounting, Journal Entries, New Entry.
Fill in date, accounts, debits/credits, and description.
Click ENTER or Right Click to Post.

STEP-BY-STEP:
1. Go to Accounting menu
2. Select Journal Entries
3. Select transaction period
4. Select Journal and Voucher Type
5. Enter Date and Reference Number Or Description
6. Add account lines (debit/credit)
7. Write memo description
8. Click + button to save the line entry
9. For Analytical Group type of accounts, enter the Analytical Groups amount allocations in the pop up dialog window.
Select Trade Type, Channel, Brand, Category, and the respective groups’ amounts.
The total amount for each groups should be equal to the Total Amount on the top left.
The Balance Amount should be 0 when all the amount has been allocated.
10. Press ENTER (or right click) to post the Journal Entries when it is balanced / done.
11. For Analytical Group type of accounts, the (debit/credit) amount will be underlined.
Right-click to view the allocation.