

Post Administrative GL Splits

Last Modified on 02/15/2024 1:58 pm CST

This option at *Accounting / G/L / Post Administrative G/L Splits* distributes funds from the selected General Ledger account to the accounts in the selected G/L Split.

	<GL Split ID>	<Admin GL Acct>
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- **JE Date** – This is the date to be recorded on the Journal Entry.
- **Fiscal Month** – Select the month in which the entry will be posted.
- **Reverse Next Month** – If this Journal Entry should be reversed in the following fiscal month, select this option.
- **Post as one JE** – If multiple departments are being posted, using this option records the entry in one Journal Entry instead of creating a separate Journal Entry for each department.
- **G/L Split ID** – Double-click to select the G/L Split. The G/L Split must be entered at *Setup / G/L / G/L Splits* before posting can occur. This split determines the General Ledger accounts and percentages used when posting.
- **Admin G/L Acct** – Double-click to select the General Ledger account to be used for this split. The balance of this selected account will be distributed based on the percentages set on the G/L Split.
- **Preview Post** – A report displays which may optionally be printed showing how the accounts are affected by this posting.
- **Post** – Selecting this saves the Journal Entries.