## Exercise 8: Configure and test ledger allocation rules

You need to configure and test ledger allocation rules in **USMF**. Per the accountant request three new ledger accounts should be created to allocate posted transaction equally to different financial dimensions based on a rule for the current period.

### Create main accounts

1. Navigate to **General ledger > Chart of accounts > Accounts > Main accounts**.
2. Select **New**
3. In the **Main account** field, type '100001'
4. In the **Name** field, type 'Allocated Account 1'.
5. Select **New**
6. In the **Main account** field, type '100002'
7. In the **Name** field, type 'Allocated Account 2'.
8. Select **New**
9. In the **Main account** field, type '100003'
10. In the **Name** field, type 'Allocated Offset Account'.
11. Close the page

### Create date intervals for current period

1. Navigate to **General ledger > Ledger setup > Date intervals**.
2. Select **New**
3. In the **Date interval code** field, type 'CurPeriod.'
4. In the **Description** field, type 'Current Period.'
5. In the **From** **date** **period** **type** field, select 'Period.'
6. In the **From** **date** **Start/End** field, select 'Start.'
7. In the **To date period type** field, select 'Period.'
8. In the **To date Start/End** field, select 'End.'
9. Close the page

### Create allocation journal name

1. Navigate to **General ledger > Journal setup > Journal names**.
2. Select **New**
3. In the **Name** field, type 'AllocDemo'.
4. In the **Description** field, type 'Allocation Journals Demo'.
5. In the **Journal** **type** field, select 'Allocation'.
6. In the **Voucher** **series** field, enter or select a value.
7. Close the page

### Create allocation rule

1. Navigate to **General ledger > Allocations > Ledger allocation rules**.
2. Select **New**
3. In the **Rule** field, type ‘**AdvRule’**
4. In the **Description** field, type **'Adventure Works Rent Allocation Demo**'.
5. Select the **General** tab.
6. Select **Yes** in the **Active** field.
7. In the **Allocation method** field, select **'Equally'**.
8. In the **Journal name** field, enter or select a value **AllocDemo**
9. In the **Date interval code** field, enter or select **CurPeriod** then press tab
10. Select **Source** in the action pane.
11. Select **New**
12. In the **Source criteria** field, enter or select 601501
13. Select **New**
14. In the **Field setting** field, select **'Financial dimension'**.
15. In the **Name** field, enter or select **BusinessUnit**
16. In the **Source criteria** field, enter or select 004
17. Select **New**
18. In the **Field setting** field, select **'Financial dimension'**.
19. In the **Name** field, enter or select **Department**
20. In the **Source criteria** field, enter or select 024
21. Close the page
22. Select **Destination**.
23. Select **New**
24. In the **To account** field, specify the values '100001'.
25. In the **Department** field, enter or select 023.
26. Select **New**
27. In the **To account** field, specify the values '100002'.
28. In the **Department** field, enter or select 026.
29. Close all forms

### Create and post general journal for allocation testing

1. Navigate to **General ledger > Journal entries > General journals**.
2. Select **New**
3. In the **Name** field, enter or select **GenJrn.**
4. Select **Lines**
5. In the **Account field**, specify the values '601501-004-024--'.
6. In the **Description** field, type 'Allocation Demo'.
7. Set **Debit** to '72700.'
8. In the **Offset account** field, specify the values '605160-004-024--'.
9. Select **Post**
10. Close all forms

### Process allocation request to test the allocation rule

1. Navigate to **General ledger > Allocations > Process allocation request**.
2. In the **Rule** field, enter or select ‘**AdvRule’**.
3. In the **Proposal options** field, select 'Proposal only'.
4. Select **OK**

### Verify the allocation journals created by process allocation requests

1. Navigate to **General ledger > Allocations > Allocation journals**.
2. Find and select the proposed journal with description of 'Allocation Journals Demo'
3. Select **Lines**
4. Review and analyze data to see if the original transaction has been allocated equally.
5. Select **Validate > Simulate posting**
6. Select **Post**
7. Close all forms