

# Yardi GL Allocations – Guide to Use

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As of 7/29/2019

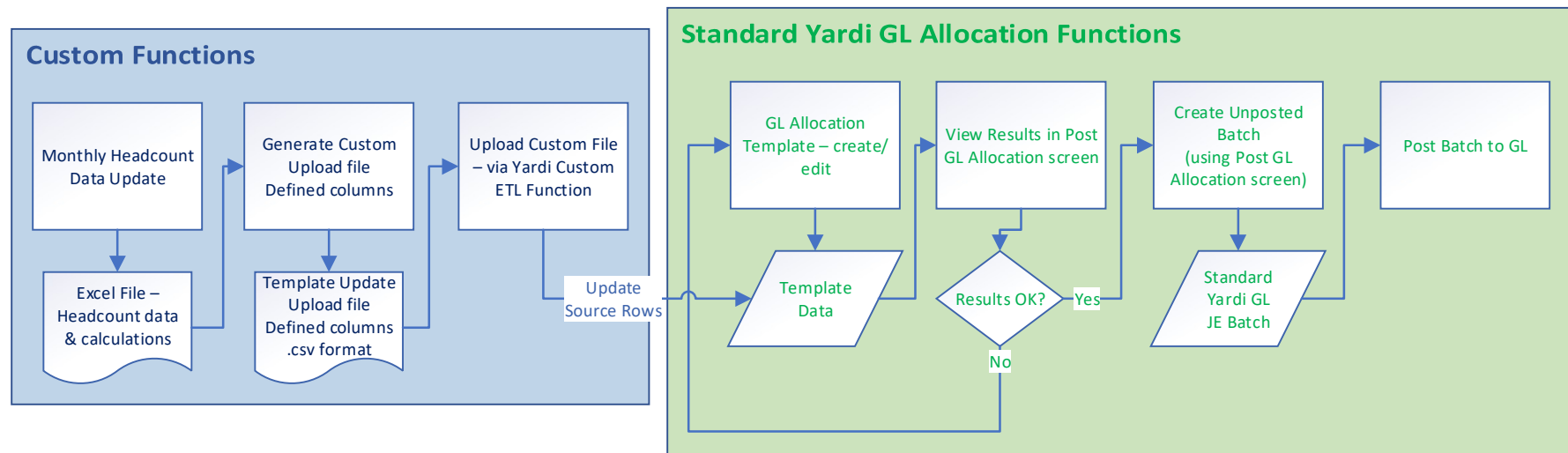
**Yardi GL Allocation and AH4R Custom Functions for Headcount Based Allocations - Summary**

The Yardi GL Allocation functionality is extremely flexible and offers many options. However, at AH4R, only a few options are needed. This Guide will describe a standardized way of performing headcount-based allocations. The process which AH4R IT has developed makes use of the standard, unmodified Yardi GL Allocation functionality coupled with a custom template updating function.

This method provides complete flexibility as to how the headcount calculations are performed, while allowing the Yardi standard functions to be used efficiently.

**Process Flow – Standard + Custom Functions For Headcount Data**

How the overall process works is depicted below.



**Process Steps – Headcount Based Allocations**

Other sections in this Guide explain how to maintain the custom Excel files for headcount data calculations, upload the resulting Percentage data to update a GL Allocation template, and generate the unposted Journal Entry batch.

- On-going - Create, Edit Templates as needed
- Monthly Process Steps:
  - Maintain headcount data
  - Generate Upload file
  - Upload/Update Templates with % values for current month
  - Review pro forma JE results
  - Generate Unposted JE batch
  - Post the batch to the GL



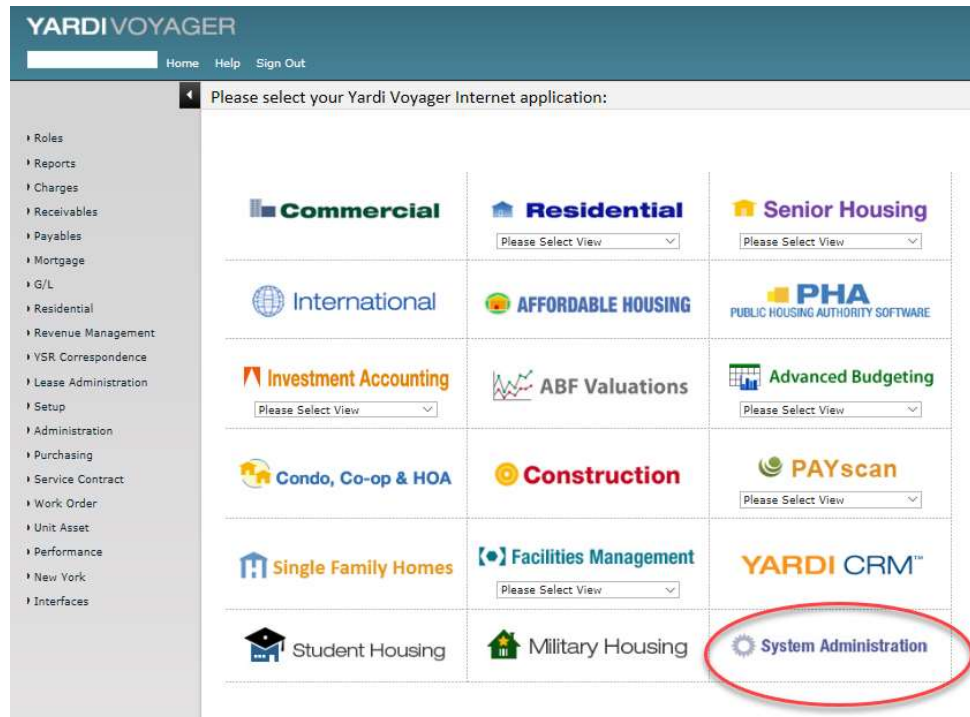
As of 7/29/2019

- Can have multiple rows/templates in same upload file
- All rows / templates in the same file will be updated at same time, immediately after uploading.

Example:

OneToManys								
Table_Name	Entity_Record_Code	Field_Name 1	Field_Desc1	Field_Value1	Field_Name 2	Field_Desc2	Field_Value 2	
ACCTBUT_GLALLOC	9991010	Template	Template Name	4RAHADR-00EXECU	Factor	Factor	0.922131	
ACCTBUT_GLALLOC	9991010	Template	Template Name	4RAHADR-00FINAN	Factor	Factor	0.307377	
ACCTBUT_GLALLOC	9991010	Template	Template Name	4RAHADR-00HUMAN	Factor	Factor	6.762295	

Upload the File in Yardi - Navigate to the Yardi ETL screen



As of 7/29/2019

Path: System Administration / ETL Interfaces / Virtual FTP Server for ETL2 Files



As of 7/29/2019

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Then you should see this screen:

Virtual FTP Server for ETL2 Files

ForeignDb: GLALLOCATE

Group: GLALLOCATE

Unicode Output  Overwrite files?  Show uploaded files?

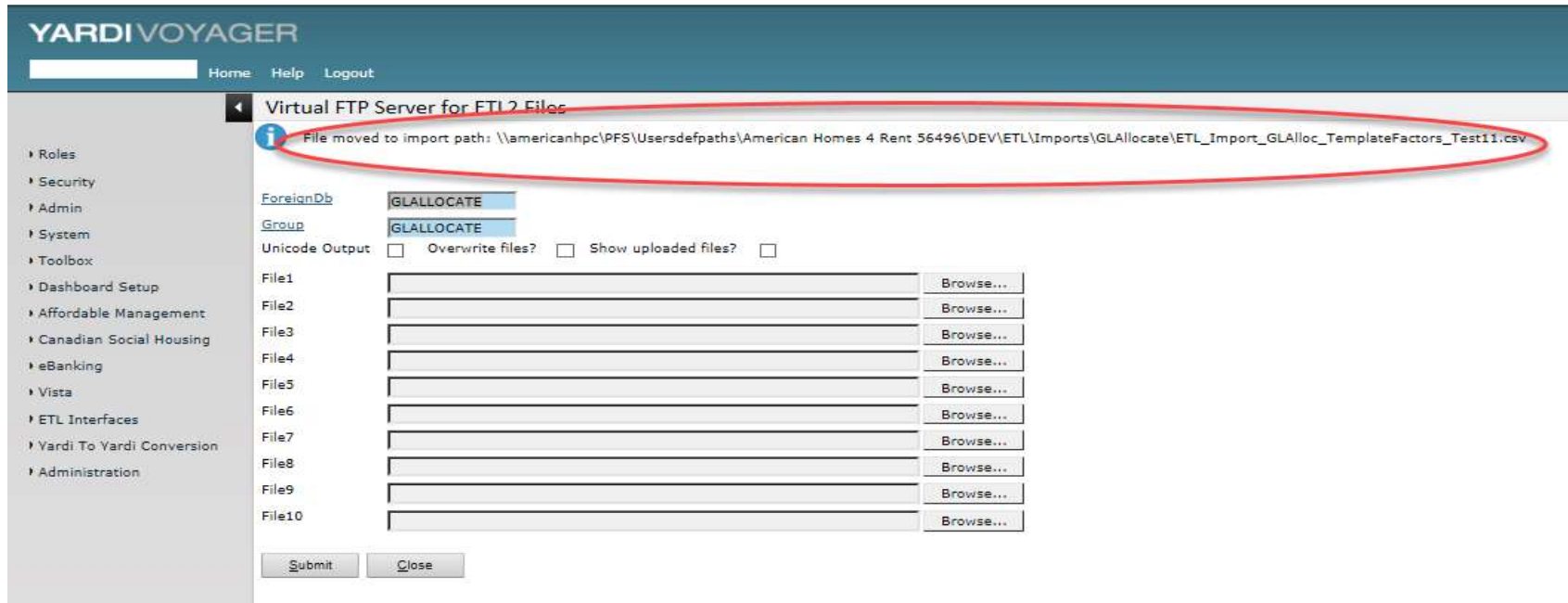
File1	<input type="text"/>	Browse...
File2	<input type="text"/>	Browse...
File3	<input type="text"/>	Browse...
File4	<input type="text"/>	Browse...
File5	<input type="text"/>	Browse...
File6	<input type="text"/>	Browse...
File7	<input type="text"/>	Browse...
File8	<input type="text"/>	Browse...
File9	<input type="text"/>	Browse...
File10	<input type="text"/>	Browse...

Submit Close

Select GLALLOCATE from ForeignDB and Group so it looks like the above.

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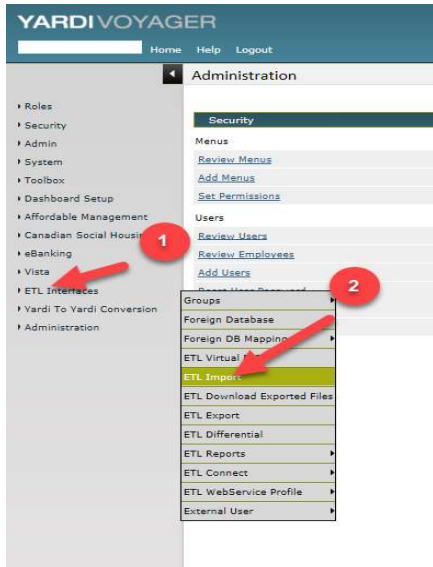
Click Browse to select the .csv file for uploading and click Submit. You should then see the same screen with the message shown below at the top:



As of 7/29/2019

**Run the Import/Update Process**

- Navigate to ETL Import (on same ETL menu); example below:



You should then see this screen:



- If you don't see GLALLOCATE in the ForeignDB field, click the field label and select this option. It should be the only option available.
- Click Submit. After a short time, you should see the message as shown below:



As of 7/29/2019

**ETL Import**

CSV Import completed successfully. Please Verify Result Log.

ForeignDb: **GLALLOCATE**

**Confirm the Template Update -**

- To confirm that the Upload/Template Update process worked as expected.
- Navigate to Yardi GL Allocation Templates screen – Example below:

**YARDI VOYAGER** Home Help Sign Out Rate us ★

**GL Allocation Template**

Code: HC-LV-EX  
 Name: 4RAHADR-00EXECU  
 Reference: 4RAHADR-00EXECU  
 Notes: Test-Demo allocates cost from to LV to Exec via elimination entities

**Setup** | Allocation Rules

Group	Order	Type	Entity	Book	Account	Description	Calc	Factor	Budget	Negate	Year To Date	Contra Account	Exclude	Delete	Cost Center
10	10	S	4rahegr	Both	6100100	SALARIES - REGULAR	Percent	0.920000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	NVOFFIC
10	20	T	4rahedr	Both	6100100	SALARIES - REGULAR	Percent	100.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	00EXECU
20	10	S	4rahegr	Both	6100101	SALARIES - PAYROLL ACCRUAL	Percent	0.920000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	NVOFFIC
20	20	T	4rahedr	Both	6100101	SALARIES - PAYROLL ACCRUAL	Percent	100.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	00EXECU
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

[Check All](#) [Clear All](#)

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- If incorrect, you can modify the Headcount Data file and repeat the upload & update process to change the Source row Factor values.
- If correct, proceed to generate the unposted batch.

**Review the Template’s Resulting JE data and Prepare the Unposted Batch**

- Navigate to GL Allocation Post screen – example below:

**GL Allocation Post**

<u>Source</u>	<input type="text"/>	<u>Target</u>	<input type="text"/>	Type	<input type="text" value="v"/>	<input type="button" value="Display"/>
<u>Template</u>	HC-LV-EX	Post Month	05/2019	Batch #	<input type="text"/>	<input type="button" value="PDF"/>
Reference	<input type="text" value="..."/>	Post Date	06/05/2019 <input type="button" value="grid"/>	Control #	<input type="text"/>	<input type="button" value="Excel"/>
Period	05/2019 to 05/2019	Grid	<input type="checkbox"/>	Display Type	JobCost <input type="text" value="v"/>	<input type="button" value="Post"/>

- Select the desired Template, Period, Post Month and Post Date values, and click Display. The example screen below shows the entries created from the template plus the source GL data.

As of 7/29/2019

GL Allocation Post

Source	<input type="text"/>	Target	<input type="text"/>	Type	<input type="text"/>	<input type="button" value="Display"/> <input type="button" value="PDF"/> <input type="button" value="Excel"/> <input type="button" value="Post"/>
Template	HC-LV-EX	Post Month	05/2019	Batch #	<input type="text"/>	
Reference	<input type="text"/>	Post Date	06/05/2019	Control #	<input type="text"/>	
Period	05/2019 to 05/2019	Grid	<input type="checkbox"/>	Display Type	JobCost	

**GL Allocation**

Period = May 2019

JE#	Entity	Book	Account	Description	Debit	Credit	Cost Center	D
:GL Allocation - From GLBalance- 4RAHADR-00EXECU(HC-LV-EX)								
	4rahdr	Cash	6100100	SALARIES - REGULAR		32.88	00EXECU	
	4rahegr	Cash	6100100	SALARIES - REGULAR	32.88		NVOFFIC	
	4rahdr	Cash	6100101	SALARIES - PAYROLL ACCRUAL		5.15	00EXECU	
	4rahegr	Cash	6100101	SALARIES - PAYROLL ACCRUAL	5.15		NVOFFIC	
					<b>38.03</b>	<b>38.03</b>		
:GL Allocation - From GLBalance- 4RAHADR-00EXECU(HC-LV-EX)								
	4rahdr	Accrual	6100100	SALARIES - REGULAR		32.88	00EXECU	
	4rahegr	Accrual	6100100	SALARIES - REGULAR	32.88		NVOFFIC	
	4rahdr	Accrual	6100101	SALARIES - PAYROLL ACCRUAL		5.15	00EXECU	
	4rahegr	Accrual	6100101	SALARIES - PAYROLL ACCRUAL	5.15		NVOFFIC	
					<b>38.03</b>	<b>38.03</b>		

- Functions in this screen:
  - Display – click to see the display above. This is NOT an unposted batch, but only a display on the screen. You can export its data to Excel or as a PDF, but no unposted batch is generated by this button/option.
  - Post – click this button to generate an Unposted Journal Entry batch. This button does NOT post the batch to the GL, contrary to the button's label. When you are satisfied with the results that the template generates, click Post to create a normal Yardi Unposted GL batch.

**Post the Batch to the GL**

**Managing GL Allocation Templates**

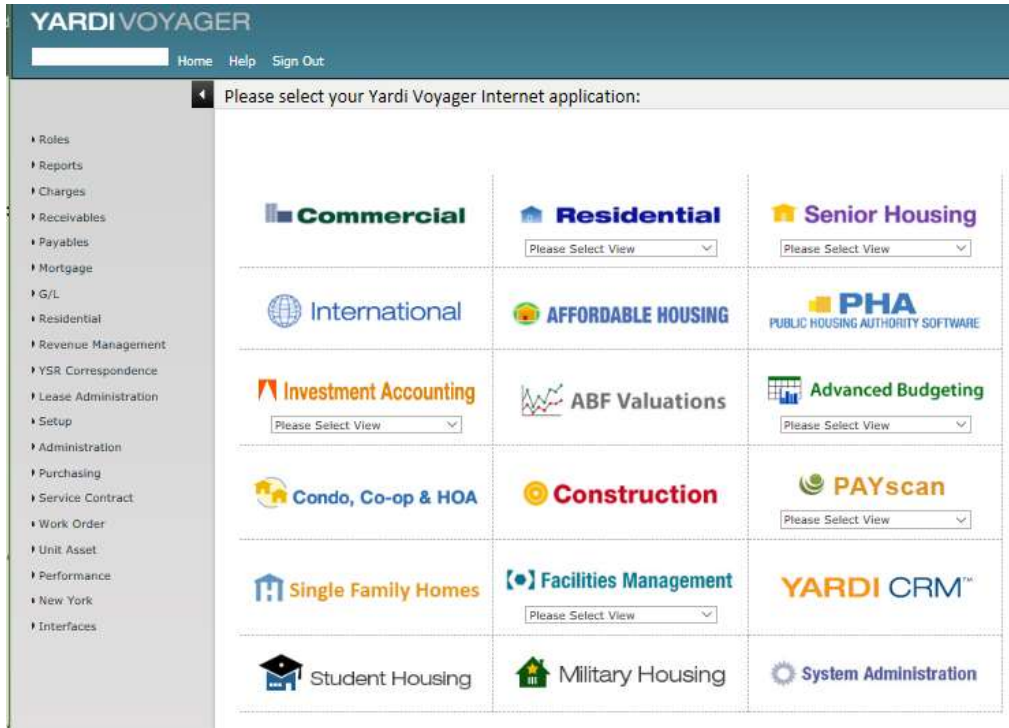
**Overview**

The Yardi GL Allocation template functionality is extremely flexible and offers many options. However, at AH4R, we will be using only a very limited set of these functions. This guide explains how to quickly set up even a large template so that it can be used to generate monthly allocation Journal Entries.

As of 7/29/2019

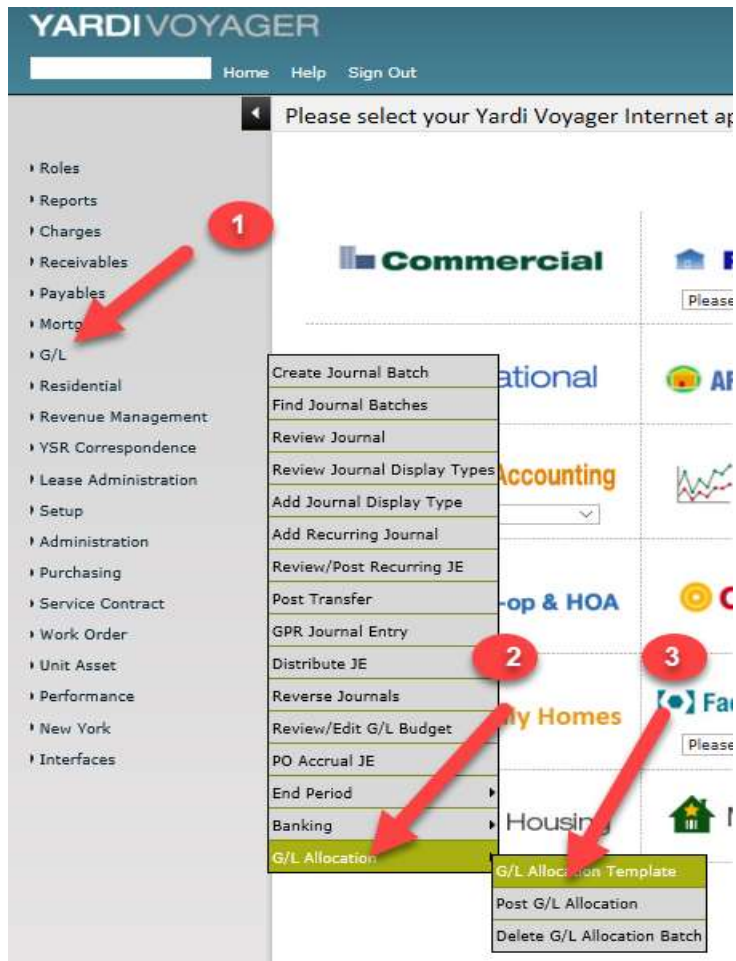
### Navigation to GL Allocation Template Screen

The GL Allocation functions appear at the bottom of the GL menu option when you are at the basic iData menu, as shown below,



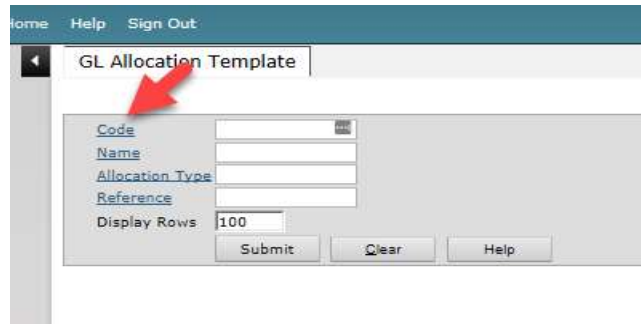
As of 7/29/2019

Navigate to the GL Allocation Template screen as shown below:



As of 7/29/2019

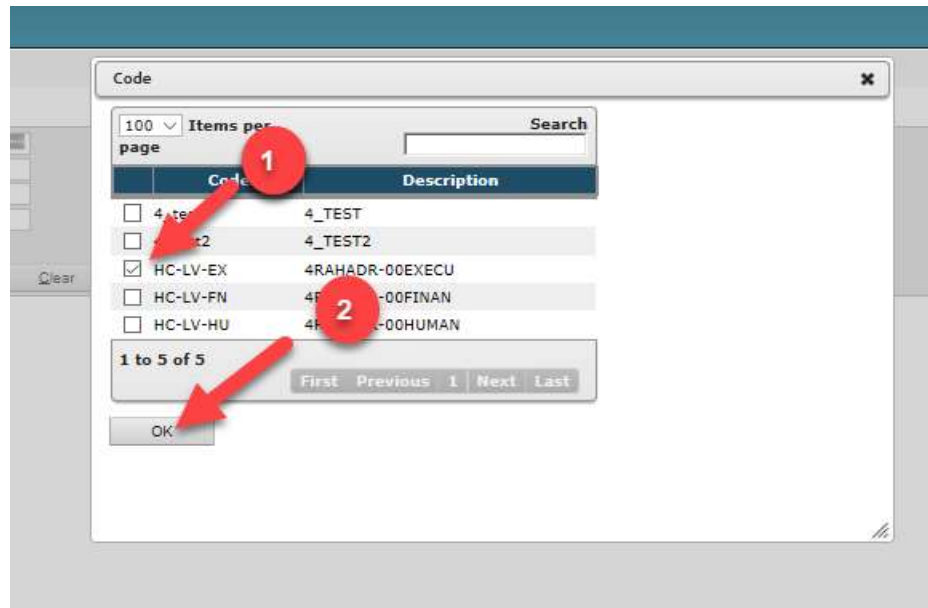
You should see the screen below:



**Edit an Existing Template with AH4R GL Allocation Template Guidelines**

**Select the Template to Edit**

Click Code (as shown above) to select an existing template from the selection list as shown below.



Then click Submit on the GL Allocation Template screen, an example of which is shown and explained in the following sections.

As of 7/29/20/19

**Setup Tab – Guidelines for Entries**

Note that the screen comes up with the Setup Tab showing first.

GL Allocation Template

Code	HC-LV-EX
Name	4RAHADR-00EXECU
Reference	4RAHADR-00EXECU
Notes	Test-Demo allocates cost from to LV to Exec via elimination entities

Setup **Allocation Rules**

Chart	system	Allocation Type	GLBalance
Account Tree		Table Name	
Balancing Acct	From Template	Field Name	
		Date Column	
		Mark Source Segment	

Intercompany	<input type="checkbox"/>
Allocate Delta	<input type="checkbox"/>
Exclude GLA JEs	<input type="checkbox"/>
Reverse Source	<input checked="" type="checkbox"/>
Unposted Batch	<input checked="" type="checkbox"/>
Include Source Segments	<input checked="" type="checkbox"/>
User Defined Fields	<input type="checkbox"/>
Consolidate Source Books	<input type="checkbox"/>
Balance By Details	<input type="checkbox"/>
Custom Source	<input type="checkbox"/>
Reverse Next Month JE	<input type="checkbox"/>

Settings for the fields on the **Setup Tab** should always be as follows:

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- Chart = system
- Account Tree = blank
- Balancing Acct = From Template
- Allocation Type = GL Balance
- Leave blank:
  - Table Name
  - Field name
  - Date Column
  - Mark Source Segment
- Check box fields – these fields should be **Checked / yes**
  - Reverse source
  - Unposted Batch
  - Include Source Segments
- Blank / unchecked fields:
  - Intercompany
  - Allocate Delta
  - Exclude GLA JEs
  - User Defined Fields
  - Consolidate Source Books
  - Balance by Details
  - Custom Source
  - Reverse Next Month JE

**Allocation Rules Tab and Guidelines for Entries**

This tab contains the detailed data that will be used to generate the JE which will apply the allocation to the GL balances.

Click on the Allocation Rules tab to view it, an example of which is shown below:



As of 7/29/2019

GL Allocation Template

Code: HC-LV-EX  
 Name: 4RAHADR-00EXECU  
 Reference: 4RAHADR-00EXECU  
 Notes: Test-Demo allocates cost from to LV to Exec via elimination entities



Setup Allocation Rules

[Check All](#) [Clear All](#)

Group	Order	Type	Entity	Book	Account	Description	Calc	Factor	Budget	Negate	Year To Date	Contra Account	Exclude	Delete	Cost Center
10	10	S	4rahegr	Both	6100100	SALARIES - REGULAR	Percent	0.920000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	NVOFFIC
10	20	T	4rahedr	Both	6100100	SALARIES - REGULAR	Percent	100.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	00EXECU
20	10	S	4rahegr	Both	6100101	SALARIES - PAYROLL ACCRUAL	Percent	0.920000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	NVOFFIC
20	20	T	4rahedr	Both	6100101	SALARIES - PAYROLL ACCRUAL	Percent	100.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	00EXECU
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Click **Edit** and you should see the screen format change as shown below:

As of 7/29/2019

**GL Allocation Template**

Code: HC-LV-EX  
 Name: 4RAHADR-00EXECU  
 Reference: 4RAHADR-00EXECU  
 Notes: Test-Demo allocates cost from to LV to Exec via elimination entities

Save New Close Help Delete Save As

---

Setup Allocation Rules

[Check All](#) [Clear All](#)

Group	Order	Type	Entity	Book	Account	Description	Calc	Factor	Budget	Negate	Year To Date	Contra Account	Exclude	Delete	Cost Center
10	10	S	4rahegr	Both	6100100	SALARIES - REGULAR	Perct	0.920000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	NVOFFIC
10	20	T	4rahedr	Both	6100100	SALARIES - REGULAR	Perct	100.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	00EXECU
20	10	S	4rahegr	Both	6100101	SALARIES - PAYROLL ACCRUAL	Perct	0.920000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	NVOFFIC
20	20	T	4rahedr	Both	6100101	SALARIES - PAYROLL ACCRUAL	Perct	100.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	00EXECU
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Edit guidelines for a template are identified in the section “Template Guidelines for AH4R” – below.

**Creating a New GL Allocation Template**

The recommended method to create a new GL Allocation Template is to copy an existing one and modify it. Once some confidence has been gained, you can create a new template from a blank screen, by Clicking the New button. For this initial implementation period, it is recommended that an existing template be copied via the Save As function.

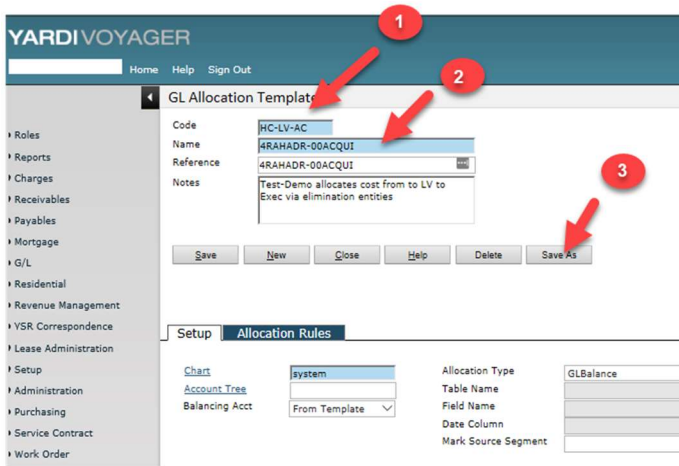
**Create a Template via the Save As Function**

Steps:

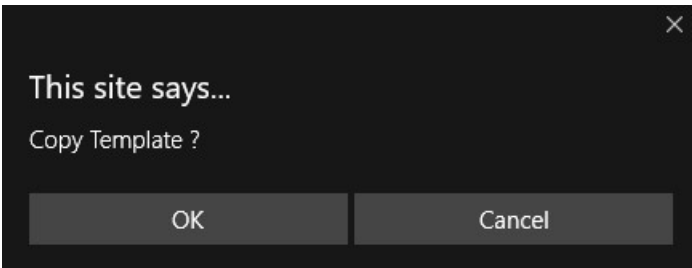
- Select and view the template you wish to copy
- Click Edit
- Edit the Code field to be the Code value you want to use for the new template

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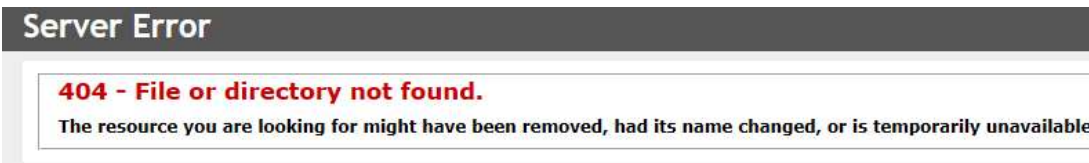
- Edit the Name Field to the Allocation identifier – such as 4RAHADR-00EXECU, and which matches a row in the Head Count Calculation Excel file. The update process uses this field to locate the target template for updating.
- Click Save As.



You should see the message shown below:



Click OK – this will generate the new template file. However, you may see the following error message:



As of 7/29/2019

This message is usually in error. It is a minor Yardi bug. Return to the GL Allocation Template screen as shown above, and search for an existing template, as shown in the example below, where you will see the template just Saved As.

The screenshot shows the 'GL Allocation Template' screen. On the left, there are input fields for 'Code', 'Name', 'Allocation Type', 'Reference', and 'Display Rows' (set to 100), along with a 'Submit' button. The main area displays a table of codes and descriptions. The 'Code' field is highlighted with a red circle, and the row for 'HC-LV-AC' with description '4RAHADR-00ACQUI' is selected. Below the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. The status '1 to 6 of 6' is shown at the bottom of the table area.

Code	Description
<input type="checkbox"/> 4_test	4_TEST
<input type="checkbox"/> 4_test2	4_TEST2
<input checked="" type="checkbox"/> HC-LV-AC	4RAHADR-00ACQUI
<input type="checkbox"/> HC-LV-EX	4RAHADR-00EXECU
<input type="checkbox"/> HC-LV-FN	4RAHADR-00FINAN
<input type="checkbox"/> HC-LV-HU	4RAHADR-00HUMAN

You should then see the screen you originally selected, with the new Code and Name field values you entered. The next section summarizes the key points of how to use this screen, consistent with AH4R functions.

### Template Guidelines for AH4R

The standard Yardi GL Allocation template function is extremely flexible and can be very confusing at first. However, in the use we are making of this function at AH4R, a very standard set of guidelines can be followed to achieve straightforward, consistently positive results.

The template creation/edit process creates data that can quickly and easily be viewed as to its effect – i.e., what the Journal Entry it will create consists of – but without creating any permanent data via the GL Allocation Post screen.

- **Key concept - Pair of Source and Target entries** – for each combination of GL Account, entity, and cost center.
  - The Source row is the calculation of how much to transfer from the source account/entity/cost center. The Factor field defines what percentage of the amount available is to be transferred.
  - The Target row is never calculated, always being 100% of the calculated Source amount, to be transferred to its account/entity/cost center.
  - While it is possible in the Yardi template functions to have other combinations of Source and Target entries, it is recommended that this basic source-target pairing be adhered to.
- **Group** – a template can have any (reasonable) number of rows, consisting of sets of source and target rows, to define where funds are to be taken from, and to which settings they are to be applied. For AH4R purposes, there will generally be a pair of Source-Target rows as defined above. The Group value identifies each set. In the example above, Group 10 consists of 2 rows, with NV0FFIC as the source and 00EXECU being the target. It is recommended that increments of 10 be used, in case you want to insert a new Group later.
- **Order** – this value identifies the sequence within the Group for the rows, with the source preceding the Target rows. It is also recommended that increments of 10 be used, to make subsequent changes easier.
- **Type** – This is the Source (“S”) row vs the Target (“T”) identifier.

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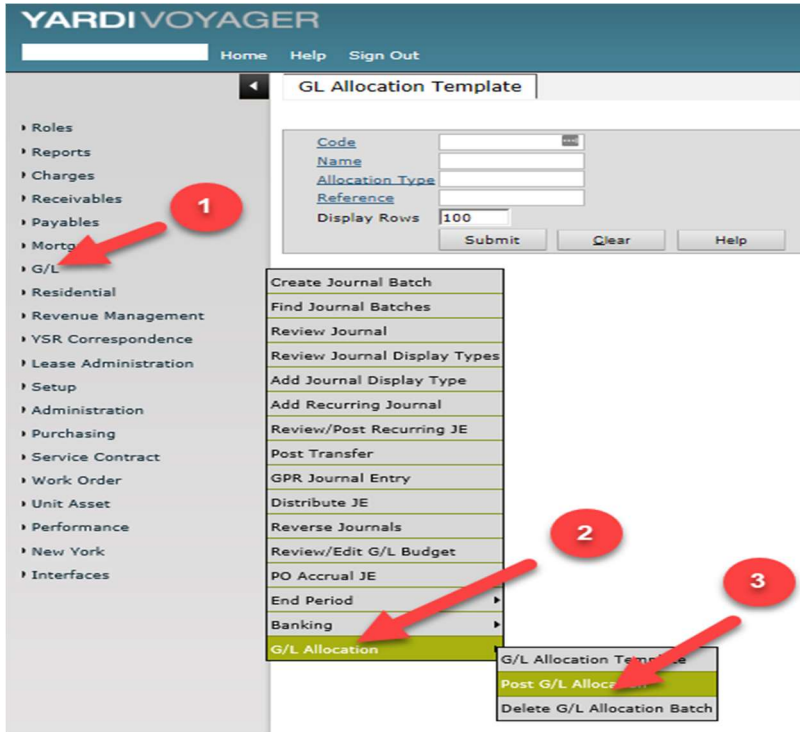
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- **Entity** – enter or select that entity to be used in this part of the journal entry to be generated.
- **Book** – select from the drop down.
- **Account** – enter or select the GL Account to be used.
- **Description** – this field will populate when the screen is Saved.
- **Calc** – for all headcount related GL Allocation templates, the Percent Calc option will be used.
- **Factor** –
  - **Source rows** - enter the value to be used to calculate the amount to remove from the Source GL account for the entity.
  - **Target rows** - always enter 100.00000 (100%). Note: Entering another value for the Target part of the transaction will cause an additional percentage to be taken from the Amount calculated by the Source process.
- **Budget** – leave unchecked
- **Negate** – click if you wish to have the sign reversed; otherwise leave unchecked.
- **Year to Date** – leave unchecked
- **Contra Account** – not used for the AH4R Headcount related GL Allocation templates.
- **Exclude** – leave unchecked
- **Delete** – leave blank unless you wish to delete this row when Save is clicked. You can use this to edit rows in a Template – remove them after making a copy of an existing template, via the Save As function, for example.
- **Cost Center** – enter / select the Cost Center to be used in that portion of the transaction, i.e., NVOFFIC, or 00EXECU.
- **Due To/From** – leave blank
- **OrgSource** – leave blank
- **ImSource** – Leave blank
- **CAPEX** – leave blank.

As of 7/29/2019

GL Allocation Post screen - Viewing JE Results and Creating the Unposted Batch

Navigate to the GL Allocation Post screen



You should then see the screen that is explained below.

To view the results of a template, complete the following:

1. **Template** – click on Template to select the template you want to view results for.
2. **Period** – enter both From and To months; typically they will be identical
3. **Post Month** – enter the month – unclosed – for which you are generating the allocation JE.
4. **Post Date** – enter the post date for the batch that will be generated.
5. Click **Display** to view the JE that the selected will generate, using the data from the period you have selected. The example screen and steps are as shown below:

As of 7/29/2019

The screenshot shows the 'GL Allocation Post' form. Red arrows and numbers 1 through 5 highlight key fields: 1 points to the 'Source' field, 2 points to the 'Post Month' dropdown (set to 05/2019), 3 points to the 'Post Date' dropdown (set to 06/05/2019), 4 points to the 'Display Type' dropdown (set to JobCost), and 5 points to the 'Display' button. Other visible fields include 'Template' (HC-LV-EX), 'Reference', 'Period' (05/2019 to 05/2019), 'Batch #', 'Control #', and buttons for 'PDF', 'Excel', and 'Post'.

Upon clicking Display, the screen will generate the JE data, as shown below. If the template is fairly large, it may take a little time to generate.

Note: the example below was generated from a month which was already posted and closed, so the amounts do not match the original JE for this allocation.

GL Allocation Post

Source: [ ] Target: [ ] Type: [ ] Display: [ ]  
 Template: HC-LV-EX Post Month: 05/2019 Batch #: [ ] PDF: [ ]  
 Reference: [ ] Post Date: 06/05/2019 Control #: [ ] Excel: [ ]  
 Period: 05/2019 to 05/2019 Grid: [ ] Display Type: JobCost Post: [ ]

**GL Allocation**  
 Period = May 2019

JE#	Entity	Book	Account	Description	Debit	Credit	Cost Center	Due 1
:GL Allocation - From GLBalance- 4RAHADR-00EXECU(HC-LV-EX)								
4rahedr	Cash		6100100	SALARIES - REGULAR		32.88	00EXECU	
4rahegr	Cash		6100100	SALARIES - REGULAR	32.88		NVOFFIC	
4rahedr	Cash		6100101	SALARIES - PAYROLL ACCRUAL		5.15	00EXECU	
4rahegr	Cash		6100101	SALARIES - PAYROLL ACCRUAL	5.15		NVOFFIC	
					<b>38.03</b>	<b>38.03</b>		
:GL Allocation - From GLBalance- 4RAHADR-00EXECU(HC-LV-EX)								
4rahedr	Accrual		6100100	SALARIES - REGULAR		32.88	00EXECU	
4rahegr	Accrual		6100100	SALARIES - REGULAR	32.88		NVOFFIC	
4rahedr	Accrual		6100101	SALARIES - PAYROLL ACCRUAL		5.15	00EXECU	
4rahegr	Accrual		6100101	SALARIES - PAYROLL ACCRUAL	5.15		NVOFFIC	
					<b>38.03</b>	<b>38.03</b>		

Review the results then take one of the following actions

- Export the data to an Excel file or PDF to further analyze the results generated from the selected account data for the period, using the Template as the logic.
- If you see errors or factors that need to be changed, take one of the following paths to correct it:

As of 7/29/2019

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- **Allocation % errors** – in the Excel Headcount Data Calculation file, correct the calculation to generate the desired Source percentage, then re-upload the data to the custom table and update function to update the target template's Source Factor value.
- **Template structure error** – return to the GL Allocation template to correct errors such as an incorrect account, entity, or cost center.
- When corrections have been completed, repeat the Template review step and GL Allocation Post step above, to view the corrected results. You can repeat this process as often as necessary until you are satisfied with the result.
- When the results are satisfactory, click the Post button, as shown below to generate the Unposted JE batch file in Yardi.

**Post the Unposted Batch to Yardi GL to complete the process.**