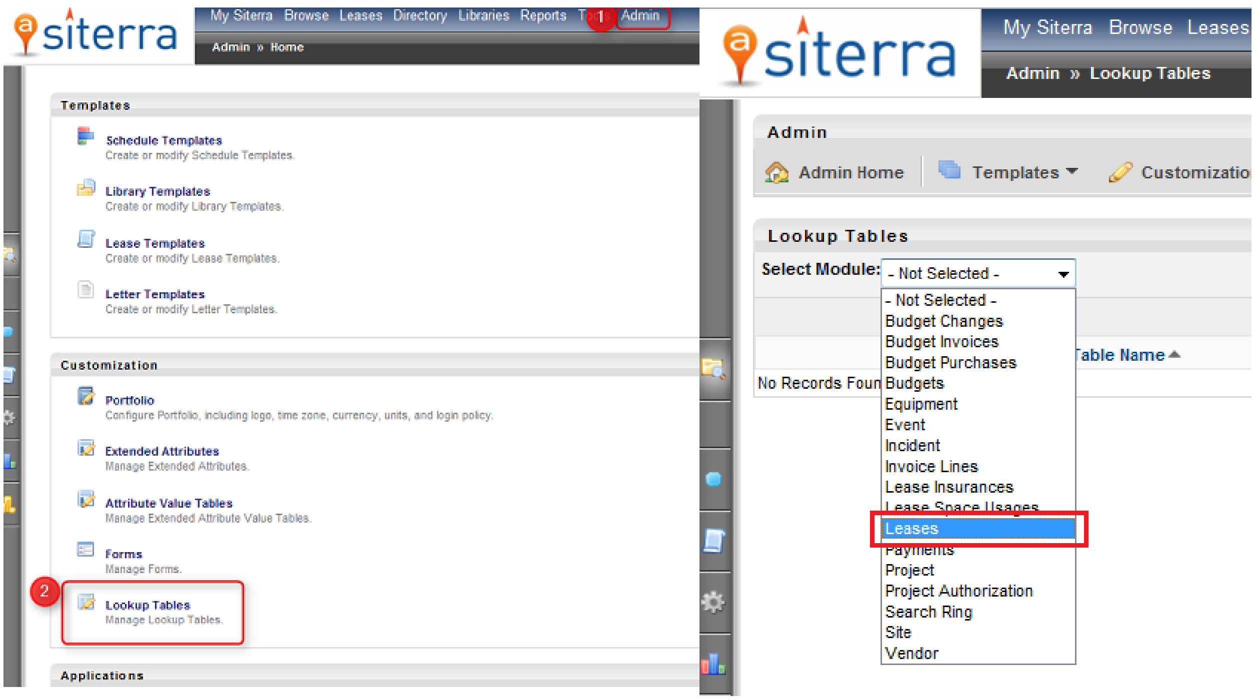
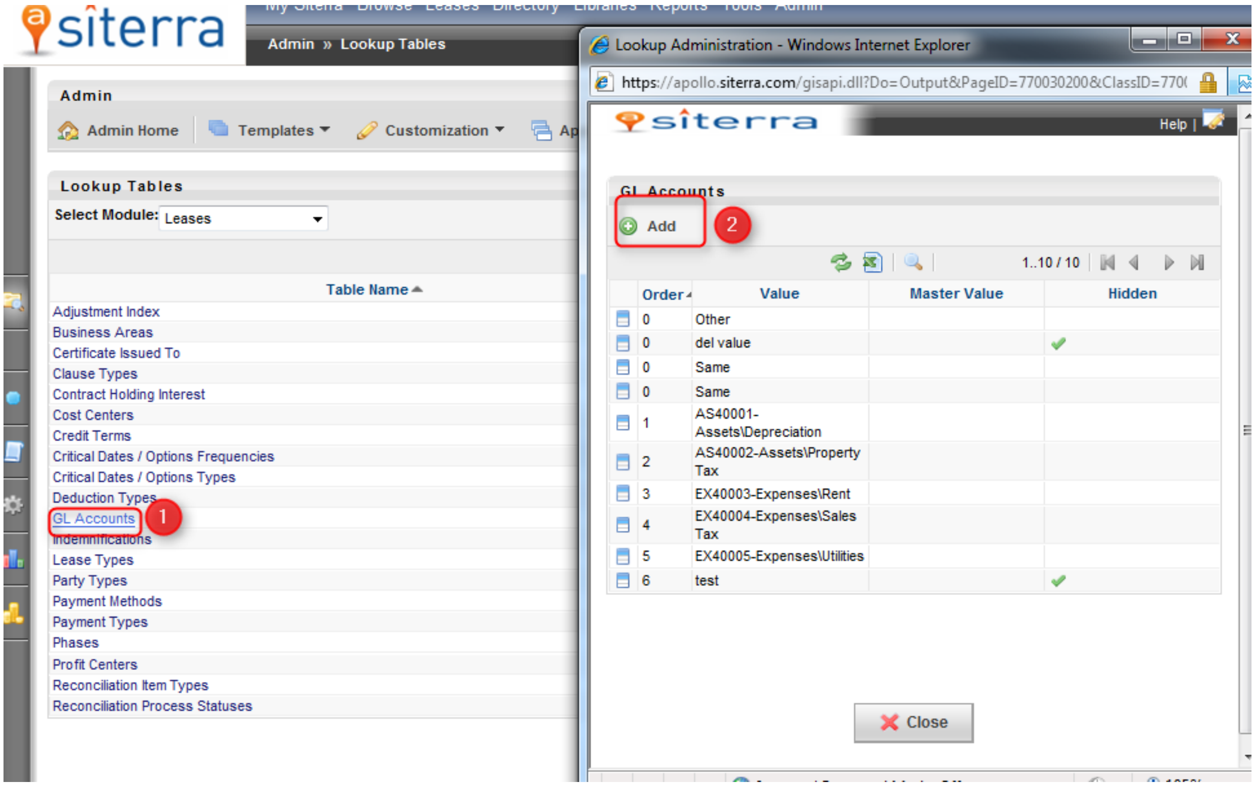
Leases – Allocations – Creating a New GL Account

Custom GL Accounts can be created by an administrator. They are also something that can be specific to each portfolio.

To begin, navigate to Admin page (1) and select the Lookup Tables option (2). Then select the 'Leases' section from the drop down on the next page to display the lookup tables associated with the lease page.



Once the page of lease lookup tables populates, locate the GL Account (1) lookup table name and select it. A small popup window will open. Select the Add option (2) from the upper left corner of the popup and fill in the value of the new GL Account along with the number to order the new account.



The newly created GL Account will now be available from the listed options on the lease page.