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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.

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Admin » Lookup Tables	Cookup Administration - Windows Internet Explorer
Admin	https://apollo.siterra.com/gisapi.dll?Do=Output&PageID=770030200&ClassID=7700
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Lookup Tables	GL Accounts
Select Module:	Add 2
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Table Name 📥	Order Value Master Value Hidden
Adjustment Index	0 Other
Business Areas	0 del value
Certificate Issued To	
Clause Types	
Contract Holding Interest	0 Same
Cost Centers	AS40001-
Credit Terms	Assets/Depreciation
Critical Dates / Options Frequencies	
Critical Dates / Options Types	2 EV40002 Evpagage/Dept
Deduction Types	EX40003-Expenses/Relit
GL Accounts	4 Tax
Indemnifications	
Lease Types	
Party Types	6 test
Payment Methods	
Payment Types	
Phases	
Profit Centers	
Reconcliation item Types	
Reconciliation Process Statuses	

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