

Rebooking entries



A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

This screen allows you to reallocate entries en masse, from one account assignment to another.

Using the screen

Access : *Tools* → *Administration* → *Mass data processing* → *Accounting* → *Re-assign entries*

The screenshot shows a window titled "Operations on the database" with a sub-header "Repost entries". The main content area is titled "Reposting entries :". It contains the following fields and options:

- "Between the" with a date input field containing "01/01/2024".
- "And the" with a date input field containing "20/03/2024".
- "Re-assign entries" with two radio buttons: "Professionals" (selected) and "Personal".
- "of the imputation" with a dropdown menu showing "Maintenance and repairs".
- "to imputation" with a dropdown menu showing "Subscriptions, leasing (car, photocopies, etc.)".

At the bottom right, there are two buttons: "Validate" with a checkmark icon and "Close" with an 'X' icon.

Indicate the date range you wish to process in the **Between And** fields.

Then select the account assignment to be taken into account and the target account assignment.

At the end of processing, any entry with a date within the specified range will move from imputation 1 to imputation 2.

If no entries remain in imputation 1, the imputation can be deleted.



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