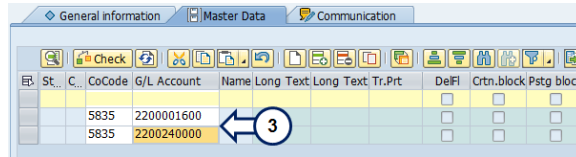




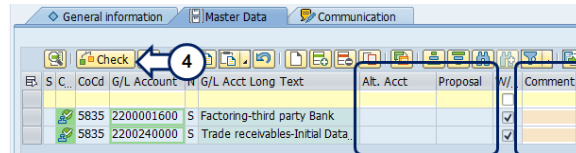
**i** Never use the yellow line to enter your request, it is a technical line used for mass changes only.

**3. Fill mandatory fields:**

- G/L Account number
- Target company code



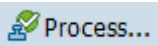
**4. Press check** **to load the details and activate the checks**



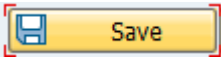
**i** All fields will be copied from the reference company, except :

- Alternative account for the few countries where this functionality is mandatory.
- Comment,

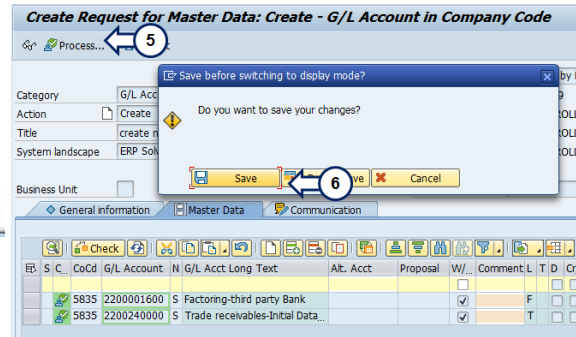
**5. Click**



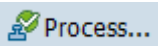
**6. Click**



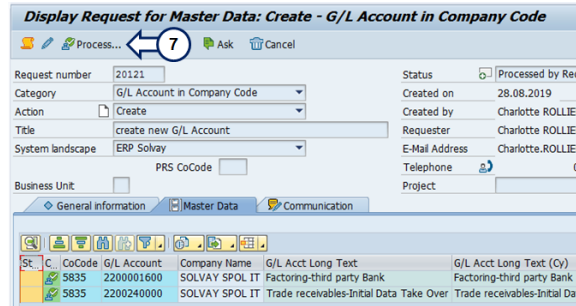
The request is created :  
 Request 20121 successfully created.



**7. Click**



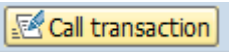
again

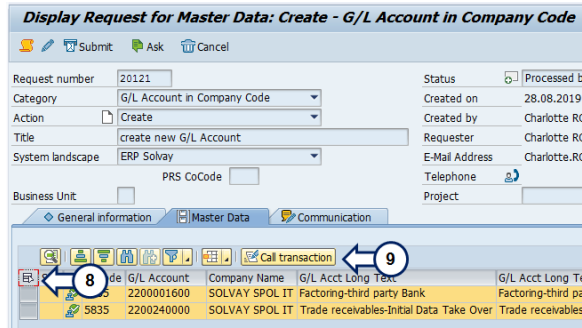


**8. Click** **to select all the line (or line by line)**



**9. Click**



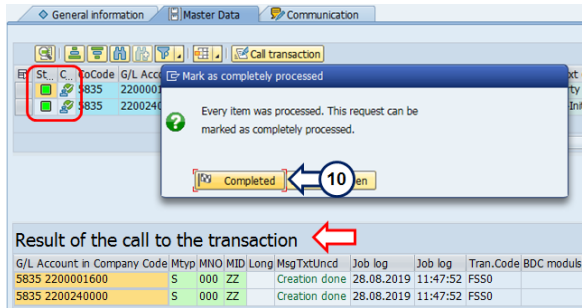
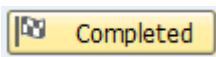


so have been processed click on completed

all is green and we can see the result of the transaction with the 2 newly created G/L account.

So you can:

10. Click



When you are dealing with a larger number of entries it might be more efficient to use Excel:

- Prepare an Excel document with the list of couples G/L Accounts / Company codes you want to process.
- Copy and Paste it into the request.
- Press the <check> button. As a result the data are loaded.
- Press the <Process> button
- Application invites you to <Save> and then <Process> again.
- Select the lines to process and Press <Call transaction>

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Nov 06, 2025	Actor	Type	Activity	Version
Published	CRISTINA VALA SERODIO, ines	Edit	updated the page at 12:28 pm Other contributors:	
		State	changed state to <b>Published</b> at 11:29 am	v5
Draft	CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:29 am	
Mar 05, 2025	ROLLIER, Charlotte	Edit	updated the page at 5:38 pm	
		State	changed state to <b>Draft</b> at 4:38 pm	v4
Oct 04, 2019	ROLLIER, Charlotte	Edit	updated the page at 3:48 pm	
		State	changed state to <b>Published</b> at 1:48 pm	v3
	Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 1:48 pm

