

# Unit Financial Systems

## User Guide

### Inserting a Line for a GL Account in AP Entry

In the Accounts Payable entry screen, if the required GL account does not appear in the list of pre-defined accounts you will need to insert a line.

Tab to any row in the list and click the **“Insert”** button to insert a blank row.

60660001: WORKORDER REPAIR PARTS	<input type="text" value="0.00"/>
61100001: LAUNDRY	<input type="text" value="0.00"/>
61110030: SUBCON-FACILITIES MGMT	<input type="text" value="0.00"/>
61551300: EQUIP MAIN/REP-PARTS	<input type="text" value="0.00"/>
Total:	<input type="text" value="0.00"/>

This will bring up “Insert Options”. Select the “Insert Before or After” and click the “Accounts” button.

**Insert Options**

Insert Before Highlighted Line
  Insert After Highlighted Line

This will bring up the Account Lookup window. Key in the account number or begin typing the account name in the filter field.

**Account Lookup**

Filter:

Account No.	Account Description
61110045	DOOR MAT/RUGS

Click to highlight the desired account then click OK. The new row fills in the account number automatically. Click in the Distribution Amount field and enter the amount for the new account number.

Expenses->Accounts Payable->A/P Entry

Account No.	Distribution Amount	
60660001: WORKORDER REPAIR PARTS	0.00	
61100001: LAUNDRY	0.00	
61110030: SUBCON-FACILITIES MGMT	0.00	
61110045: DOOR MAT/RUGS	132.25	
61551300: EQUIP MAIN/REP-PARTS	0.00	
Total:		132.25

Insert Delete Line

Save Cancel

Continue this process until all required accounts have been added and distribution amount entered.

**Note:** The new account is only active for this accounts payable entry action and is not saved into the pre-defined list of accounts.