Graphical user interface

Header for Unit Financial System indicating a User Guide

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

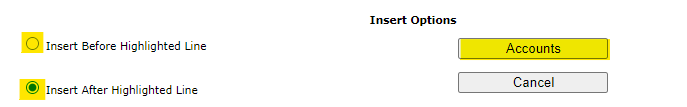
In the Accounts Payable entry screen, if the required GL account does not appear in the list of pre-defined accounts you will need to insert a line.

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

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Screenshot supporting previous line, highlighting the insert button

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



This will bring up the Account Lookup window. Key in the account number in the filter field.

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Screenshot supporting the previous line highlighting field where user should key in the account number and the OK button.

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.

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Screenshot supporting the previous line to show where account number line was added and distribution amount filled in

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.