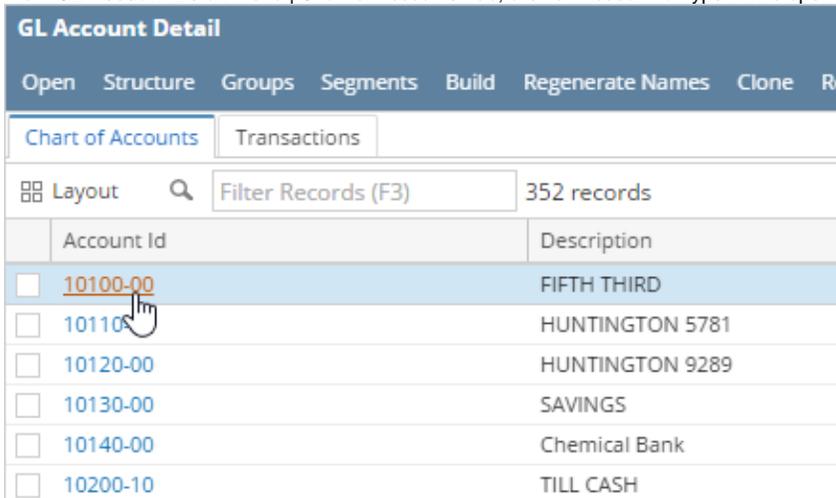
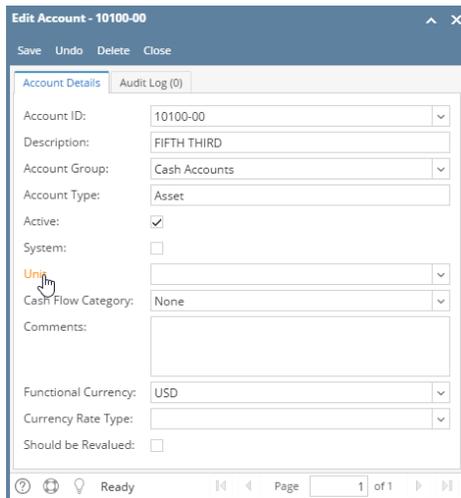


How To Add Records on Unit Maintenance

1. From **GL Account Detail** menu | Chart of Accounts Tab, click on Account Id hyperlink to open Edit Account screen.



2. When Edit Account screen opens, click on **Unit** hyperlink to open the **Units Maintenance** screen.



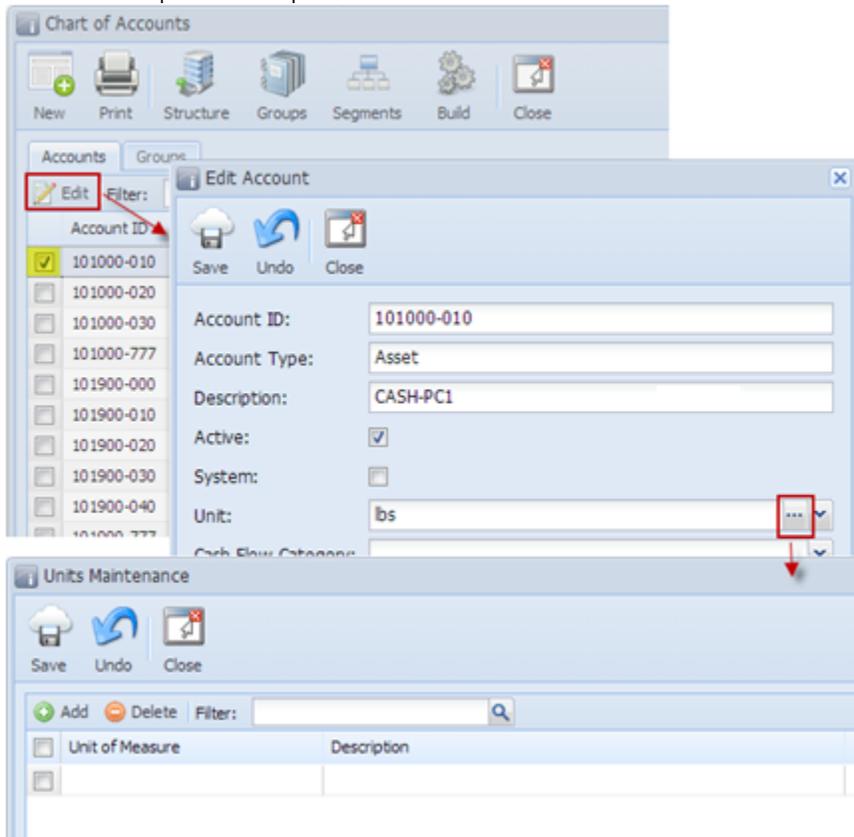
3. Enter new record in the next available row. Enter **Unit of Measure**, **Description** and its **Weight per Unit** measure. Add new records in the next available row(s) as needed.

4. Click **Save** toolbar button to save the records.

Here are the steps on how to add records on Units Maintenance screen:

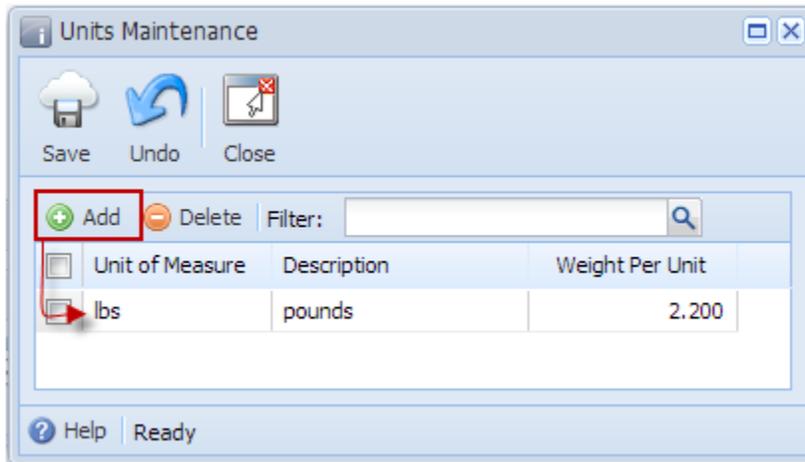
1. Click **Chart of Accounts** from **General Ledger Maintenance** menu to open **Chart of Accounts** screen.
2. Select account and then click **Edit** action button. The **Edit Accounts** screen will open.

3. Click on **Units** ellipse button to open **Units Maintenance** screen.



4. Click **Add** action button. A new row on the grid will be added.

5. Enter **Unit of Measure**, **Description** and its **Weight per Unit** measure.



6. Repeat steps 4 and 5 to enter additional unit of measure.

7. Click **Save** toolbar button to save the records.