## 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.

GL Account Detail					
Open Structure	Groups Segm	ents Build	Regenerate Names	Clone	Re
Chart of Accounts	Transactions				
믑 Layout 🔍	Filter Records (	(F3)	352 records		
Account Id			Description		
10100-00			FIFTH THIRD		
10110			HUNTINGTON 578	1	
10120-00			HUNTINGTON 928	9	
10130-00			SAVINGS		
10140-00			Chemical Bank		
10200-10			TILL CASH		

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

Edit Account - 10100-00 A X				
Save Undo Delete	Close			
Account Details Audi	t Log (0)			
Account ID:	10100-00 ~			
Description:	FIFTH THIRD			
Account Group:	Cash Accounts ~			
Account Type:	Asset			
Active:	$\checkmark$			
System:				
Unijim	~			
Cash Flow Category:	None ~			
Comments:				
Functional Currency:	USD ~			
Currency Rate Type:				
Should be Revalued:				
⑦ 🗘 💡 Ready	4   4 Page   1 of 1   ▶   ▶			

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.

Chart of Accounts					
New Print S	tructure Groups Seg	Han and a close			
Accounts Groun	Edit Account		×		
101000-010	Save Undo Close				
101000-020					
101000-030	Account ID:	101000-010			
101000-777	Account Type:	Asset			
101900-000	Description:	CASH-PC1			
101900-010	Activos	[72]			
101900-020	Active:	V			
101900-030	System:				
101900-040	Unit:	bs			
101000 777	Cash Elaw Catagoor				
📳 Units Maintenance 🔹					
Save Undo Close					
🔾 Add 🤤 Delete Filter:					
Unit of Measure Description					

- 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.

Units Maintenance				
Save Undo Close				
📀 Add 🤤 Delete Filter:		٩		
Unit of Measure	Description	Weight Per Unit		
bs	pounds	2.200		
Telp Ready				

- 6. Repeat steps 4 and 5 to enter additional unit of measure.
- 7. Click Save toolbar button to save the records.