Appendix A – How to use "Edit with Grid" Function in FMS Accounting

• Create revenue document and on the Accounting Line select "Edit with Grid".

Billed Receivabl	e(RE) Dept: 015 ID: JTTEST Ver.: 1 Function: New Phase: Draft	Modified by GJAE412 , 04/27/2022		
Header				
Vendor	Total Lines: 1 Document Vendor Line Numb			8
Accou	Inting Total Lines: 1 Accounting Line: 1 Line Ar	nount: \$0.00 Line Closed Amount: \$0.00		
	Accounting Line	Line Amount	Line Closed Amount	Event Type
1		\$0.00		S0.00 AR01 🕒 🗊
From 1 to 1 To	tal: 1			Show Lines: 10 🗸 Go to line: Go Export to CSV
				List View
General Info	Reference Fund Accounting Detail Accounting Additional Inform	ation Extended Description		<u>s</u>
	Event Type: AR01		Budget FY:	
	Line Type: A		Fiscal Year:	
	Line Type Name:		Period:	
	Accounting Template:		Billing Rate:	
	Line Description:		Quantity:	
	Line been priori		Unit of Measure:	
		1	Reason:	
	Line Amount: \$0.00			
	Outstanding Amount: \$0.00		Dispute: Not Applicable	✓
1	Line Closed Amount: \$0.00		Reclassification Date:	
()	Line Closed Date:		Reclassification Held:	
	Roll Indication 1:		Date of Service:	
	Roll Indication 2:		Assessment ID:	
				*
R Save	🤉 Undo 📄 📑 Insert New Line 🛛 📬 Insert Copied Line 🖉 Edit with Grid			
Pos	ting Total Lines: 0 Posting Lines			E
🕜 Сору	🔁 Validate 😝 Submit			Print Processing* Workflow* File* K Close

 Below is what will appear on the screen. Complete the details as normal. When complete select "Done" at the bottom of the page to go back to the usual layout of a document. Validate and Submit as usual.

Billed Receivable(R	E) Dept: 015 ID	JTTEST Ver.: 1 Function: 1	vew Phase: Draft	Modified by GJAE412 , 04/	27//2022								
Header													F
Vendor		Total Lines: 1 Doc	ument Vendor Line Numbe	r: 1 Vendor Customer: Le	gal Name:								•
Accounting Total Lines: 1 Accounting Line: 1 Line Amount: 50 00 Line Closed Amount: 50 00													
Event Type	Line Type	Accounting Template	Line Description	Line Amount	Budget FY	Fiscal Year	Period	Billing Rate	Quantity	Reason	Dispute	Reclassification	
AR01	A A			\$0.00							Not Applicable	~	
4													•
From 1 to 1 Total: 1													
1													
R Save 🥱	Jndo 📑 Insert	New Line Insert Copied Lin	Done										
Posting)	Total Lines: 0 Pos	ting Line: none										Đ
Copy 👔	Validate 🛐 Sul	omit 隆 Discard									Print Processing*	Workford Flox	Cines
D cobl	100000										Processing*	FILE*	1 0.050