

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

- Create revenue document and on the Accounting Line select “Edit with Grid”.

The screenshot displays the FMS Accounting interface for a revenue document. The top header shows 'Billed Receivable(RE)' with various system identifiers. Below the header, the 'Accounting Line' section shows a single line with a line amount of \$0.00 and a line closed amount of \$0.00. The 'General Information' tab is active, showing fields for Event Type (AR01), Line Type (A), Line Description, Line Amount (\$0.00), and various other accounting parameters. At the bottom of the form, the 'Posting' section contains several buttons: Save, Undo, Insert New Line, Insert Copied Line, and 'Edit with Grid', which is circled in red. Other buttons include Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and 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.

The screenshot shows the FMS Accounting interface after the 'Edit with Grid' function has been used. The 'Accounting Line' section now displays a table with the following data:

Event Type	Line Type	Accounting Template	Line Description	Line Amount	Budget FY	Fiscal Year	Period	Billing Rate	Quantity	Reason	Dispute	Reclassification Date
AR01	A			\$0.00							Not Applicable	

At the bottom of the form, the 'Posting' section contains several buttons: Save, Undo, Insert New Line, Insert Copied Line, and 'Done', which is circled in red. Other buttons include Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.