

## **Enter/Edit G.L. Account #**

**PROGRAM NAME:**APGLX

**MENU OPTION TITLE:**Enter/Edit G.L. Account #

**MAIN MODULE:**ACCOUNTS PAYABLE

**HELP KEY ACTIVE:**YES

## **PROGRAM OVERVIEW**

This program allows you to create the G.L. Accounts that the IBS Accounts Payable System will use. If you are operating the IBS General Ledger System, the accounts will already be available in this datafile and you will not be required to enter anything into this database using this program.

NOTE: Use this program to set up accounts only if you are not using the IBS General Ledger System.

If you are using the IBS General Ledger System, you will continue to set up new accounts within the IBS G.L. File Maintenance programs, which will make the accounts automatically available to the IBS Account Payable System.

## **PROGRAM OPERATION**

**ACCOUNT #:** The account number, however, may not be changed. Therefore, it is important to be accurate when assigning these numbers.

Obsolete and/or invalid G/L accounts may be deleted using this screen. To delete a G/L account, enter the account number to be deleted and press <ENTER>. After a short pause, the account description will be displayed. If the account number and description displayed are correct, press <DELETE> to remove the account from the file.

**DESCRIPTION:** Account descriptions may be changed at any time.