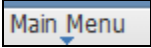
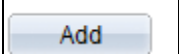
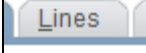
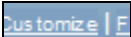
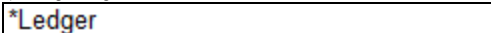
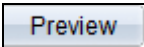
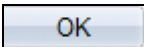


Preparing to use Journal Entries: Hiding Columns

Step	Action
1.	Click the Main Menu button. 
2.	Click the General Ledger menu. 
3.	Click the Journal Entry link. 
4.	Click the Create/Update Journal Entries link. 
5.	Click the Add button. 
6.	Click the Lines tab. 
7.	Click the Customize link. 
8.	Click the *Unit list item. 
9.	Check the Hidden option. 
10.	Click the *Ledger list item. (Only if you do not have access to the Budget Ledger.) 
11.	Check the Hidden option. 
12.	Click the SpeedType list item. 
13.	Check the Hidden option. 
14.	Click the Base Currency list item. 

Step	Action
15.	Check the Hidden option. 
16.	Click the Preview button to ensure you do not need to remove any additional columns. 
17.	If needed, hide additional columns as described in the previous steps. Click the OK button to save. 
18.	End of Procedure.