## What Exactly Does the Active Box Do?

In the basic accounting system (not counting supplements) there is an active box on Vendor Entry, GL Codes and Program Elements. Following are the options these boxes provide:

**Vendor –** if you decide to make a vendor "inactive" and uncheck the active box and you subsequently select that vendor during voucher data entry, you will be given a message that the vendor is not active. You will then be given the opportunity to make the vendor active at that time should you desire.

**GL Code** – if you uncheck the active box on a GL code, it will not appear in any combo boxes during data entry and is not available for use during coding in any book of entry. Also, if the GL code marked as inactive is a Project code and it does not fall within the current fiscal year, it will not be included in list boxes such as the Revenue & Expenditure Report by Project list box.

**Program Elements** – if you uncheck the active box on a Program Element code, it will not appear in any combo boxes during data entry and is not available for use during coding in any book of entry. Also, if the Program Element code marked as inactive is assigned to a project that does not fall within the current fiscal year, it will not be included in list boxes such as the Revenue & Expenditure Report by Element list box.

The print options for all three areas are the same. If when printing these master files, you select Active/Inactive, the system will print all active codes followed by all inactive codes beginning on a new page. (Should you wish to just print the active or inactive you can make that choice by selecting which pages to print in the printer dialog box.) If you select All, the system will print the entire code list with the description of active or inactive to the right of each code.