

Edit a GL Account

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G/L Account information may be edited at any time; the only limitation is the User may not change the account type from a Balance Sheet Type account to an Income Statement Type account and vice versa. The User may change the Account Number as long as the account number it is being changed to does not already exist.

□ The account description may also be changed, however, be very careful when considering this change. Other transactions may have already been posted to the account; if you change the description to something with a completely different meaning, all previously saved transactions will be affected.

To Edit a G/L Account, follow the instructions below.

1. Navigate to the General Ledger module from the Main Application Menu and select the Chart of Accounts option.
2. The Chart of Accounts list will be displayed. Highlight the Account Number in the list then click the Edit button located at the lower right of the form.

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3. The Chart of Accounts Edit form will be displayed. Make the necessary changes then click the Save button when finished.

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