

Edit a GL Account

Last Modified on 04/27/2022 2:46 pm EDT

GL Accounts may be edited under certain circumstances.

- Once a GL Account number has been used for a transaction, the account type may be only changed according to the following rules:
 - If the GL account was originally setup as a Balance Sheet type account the account type may only be changed to another Balance Sheet Type account.
 - If the GL account was originally setup as an Income Statement Type account, the account type may only be changed to another Income Statement Type account.
- If no transactions have ever been posted to the GL Account, you may change any or all of the data entry fields.

To edit a GL Account, from the main menu, arrive at the GL Accounts setup with this path: Setup > Accounting > Chart of Accounts.

The Chart of Accounts list will be displayed. Locate the GL Account you want to edit, and then click on the Edit button.

The screenshot shows a 'GL Accounts' window with a table of accounts. The table has columns for Account Number, Account Type, Description, and Balance Type. The row for account 10400 is highlighted, and its 'Edit' button is circled in green. The 'Edit' button is also circled in green in the original image.

Account Number	Account Type	Description	Balance Type	
10100	Bank Account	Bank Account	Debit	Edit Delete
10200	Bank Account	Operating Account	Debit	Edit Delete
10300	Bank Account	Payroll	Debit	Edit Delete
10400	Bank Account	Test bank	Debit	Edit Delete
10500	Bank Account	Chase	Debit	Edit Delete
10900	Undeposited Funds	Undeposited Funds	Debit	Edit
12300	Current Asset	Inventory Cincinnati	Debit	Edit Delete
12350	Current Asset	Inventory Assets	Debit	Edit Delete

The GL Account form will be displayed. Make the necessary changes, and then click the Save button when finished.

The screenshot shows the 'GL Account' form with the following fields:

- Account Type: Bank Account
- Account Number: 10400
- Description: TD Bank

Buttons: Save, Cancel