Edit a GL Account

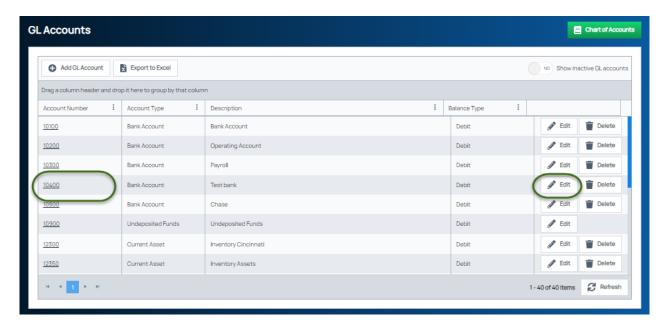
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GL Accounts may be edited under certain circumstances.

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

