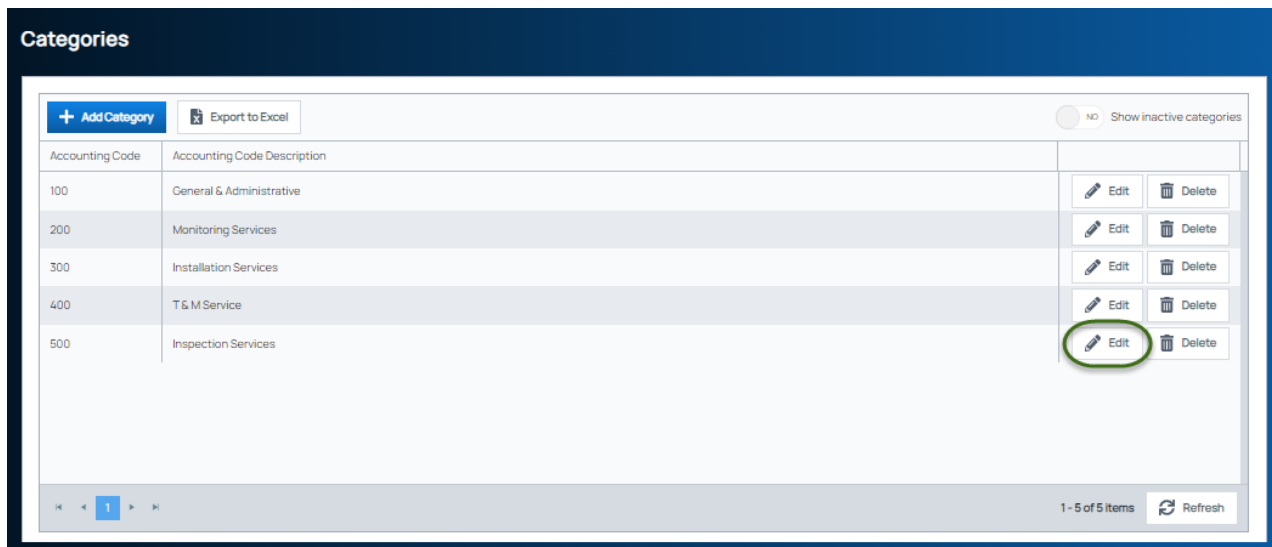


Edit a Category

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To edit a Category, from the main menu, arrive at the Categories setup with this path: Setup > Accounting > Categories.

The Categories list opens. Locate the Category you want to edit, and then click on the Edit button.



The Edit Category form opens. Make the necessary changes, and then click the Save button when finished.

The screenshot shows the 'Edit Category' form. It has a title bar with a close button. The form contains two fields: 'Code' with the value '500' and 'Code Description' with the value 'Inspection Services'. At the bottom, there are 'Save' and 'Cancel' buttons.

Code • 500

Code Description • Inspection Services

Save Cancel