

How To Edit Accounts ID

1. From **GL Account Detail** menu | **Chart of Accounts Tab**, click on **Account Id** hyperlink to open Edit Account screen.

	Account Id	Description	Primary Account	Currency
<input checked="" type="checkbox"/>	10001-0000-000	Wells Fargo - Payroll - Home office - Admin	10001	USD
<input type="checkbox"/>	10001-0001-000	Wells Fargo - Payroll - Fort Wayne - Admin	10001	USD
<input type="checkbox"/>	10001-0002-000	Wells Fargo - Payroll - Indianapolis - Admin	10001	USD
<input type="checkbox"/>	10001-0003-000	Wells Fargo - Payroll - Richmond - Admin	10001	USD
<input type="checkbox"/>	10001-0004-000	Wells Fargo - Payroll - South Bend - Admin	10001	USD
<input type="checkbox"/>	10001-0007-000	Wells Fargo - Payroll-Port Albert-Admin	10001	USD
<input type="checkbox"/>	10001-0007-001	Wells Fargo - Payroll-Port Albert-Grains	10001	USD
<input type="checkbox"/>	10001-0007-002	Wells Fargo - Payroll-Port Albert-Chemicals	10001	USD
<input type="checkbox"/>	10001-0007-003	Wells Fargo - Payroll-Port Albert-Fertilizer	10001	USD
<input type="checkbox"/>	10001-0007-004	Wells Fargo - Payroll-Port Albert-Petro	10001	USD
<input type="checkbox"/>	10001-0007-005	Wells Fargo - Payroll-Port Albert-Feed	10001	USD

2. When Edit Account opens. Click the **Account ID** hyper link.

The screenshot shows the 'Edit Account' window for account 10001-0000-000. A red arrow points to the 'Account ID' link in the left-hand menu. The main window has tabs for 'Details' and 'Audit Log'. The 'Details' tab is active, showing fields for 'Select Structure', 'Select Code', 'Result', 'Account ID', and 'Description'. The 'Account ID' field contains '10001-0000-000' and the 'Description' field contains 'Wells Fargo - Payroll - Home office - Admin'.

3. Select structure to be edit from the combo box.

The screenshot shows the 'Select Structure' dialog box. It has a 'Select Structure' label and a dropdown menu. Below the dropdown is a table with the following data:

Order	Name
0	Primary Account
1	Location
2	LOB

4. After selecting Structure, Select the new CODE from the combo box.

Select Structure

Primary Account

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Select Code

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Result :

	Code	Description	Category
Account ID	10002	Fifth Third - AG Operations	Cash Account
Description	10005	Chase- Cash in Bank	Cash Account
	10004	Three Rivers - Operating - Grain	Cash Account
	10718	Payroll Checking	Cash Account
	10011	Cash on hand	Cash Account