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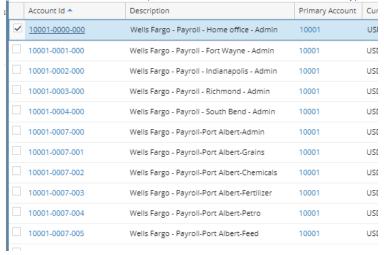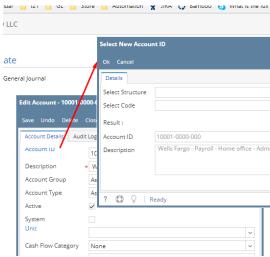
1. From **GL Account Detail** menu | Chart of Accounts Tab, click on Account Id hyperlink to open Edit Account screen.

Account Id ▲	Description	Primary Account	Cur
☑ 10001-0000-000	Wells Fargo - Payroll - Home office - Admin	10001	USD
☐ 10001-0001-000	Wells Fargo - Payroll - Fort Wayne - Admin	10001	USD
☐ 10001-0002-000	Wells Fargo - Payroll - Indianapolis - Admin	10001	USD
☐ 10001-0003-000	Wells Fargo - Payroll - Richmond - Admin	10001	USD
☐ 10001-0004-000	Wells Fargo - Payroll - South Bend - Admin	10001	USD
☐ 10001-0007-000	Wells Fargo - Payroll-Port Albert-Admin	10001	USD
☐ 10001-0007-001	Wells Fargo - Payroll-Port Albert-Grains	10001	USD
☐ 10001-0007-002	Wells Fargo - Payroll-Port Albert-Chemicals	10001	USD
☐ 10001-0007-003	Wells Fargo - Payroll-Port Albert-Fertilizer	10001	USD
☐ 10001-0007-004	Wells Fargo - Payroll-Port Albert-Petro	10001	USD
☐ 10001-0007-005	Wells Fargo - Payroll-Port Albert-Feed	10001	USD

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

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

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

Select Structure	Primary Account	

Select Code		

Result :

Code	Description	Category
10002	Fifth Third - AG Operations	Cash Account
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

Account ID

Description