

# Add, Edit, Or Move Accounts In The Chart Of Accounts

# Summary

After you have your chart of accounts set up, it's often necessary during the course of business to add, edit, or move the accounts to reflect the desired structure of your business.

## Step-by-step guide

### Add/Edit:

- 1. Go to Financials->Chart of Accounts
- 2. You will have your drawers to your right which lists all the level 1 drawers for which all subsequent accounts will be under, click on each to view the sub-level accounts
- 3. Clicking on the specific account will give you information that you can change, such as making it a control account or setting it as a cash account
- 4. Clicking on Account Details will bring up further options such as making it inactive or setting a default tax code



5. Click on Update when you are finished making changes



6. To Add an account, change the window to Add mode (CTRL + A) and it will prompt you to enter in all the relevant information for the account, then click Add and it will show up in the proper drawer you specified

Chart of Accour	nts				
G/L Account				Assets	
Name G/L Account Details				CTA - Current Assets 10000 - Bank Accounts 10005-00 - Wells Fargo Checking (	Assets
O Title	<ul> <li>Active</li> </ul>	Account		10010-00 - Checking Account 2 (C	
External Code		2200 <del>20</del> 23000		10015-00 - Checking Account Pay	Liabilities
Currency	All Curren	cies	•	10020-00 - Savings Account (COR	
Co <u>n</u> fidential	Level	4		10025-00 - EFT Clearing Account ( 10030-00 - Cash on Hand (CORP)	Equity
Balance G/L Account Properti	0.00	\$	¥	10098-00 - Petty Cash (CORP) 10099-00 - Check Clearing Accour 11000 - Accounts Receivable	
Account Type	Other		•	11005-00 - Accounts Receivable (C	Revenues
Control Account	Reval. (Currency)			12000 - Inventory 12005-00 - Inventory - Finished G 12010-00 - Inventory - Finished G 12015-00 - Inventory - Packaging	Cost of Sales
Cash Flow Relevant Relevant for Cost Accounting Project				12020-00 - Inventory - Kaw Mater 12025-00 - Inventory - Brewery P 12030-00 - Inventory - Restaurant	Expenses
				12505-00 - Semi Finished Good - V	
		-		12510-00 - Semi Finished Good - G 12515-00 - Semi Finished Good - D	Financing
				12520-00 - Semi Finished Good - E 12525-00 - Semi Finished Good - E	Other Revenues and
Add Ca	ncel	Account	Details	13000 - WIP 13005-00 - WIP - Wort (CORP) 💌	Expenses

#### Move:

- 1. Go to Financials->Edit Chart of Accounts
- 2. Select the level 1 drawer which the account you want to move is listed under
- 3. Select the account you want to move
- 4. You can rename the account in the Account Name field
- 5. Change the level to move the account to above or under another account



6. You can also change what parent account its under, whether it's located under another account and which drawer it's in in the G/L Account Location

C Administration			
🌔 Financials			
Chart of Accounts	-		
Edit Chart of Accounts	Common Functions		
Account Code Generator	📑 Choose Company 📑 Add-On Manager 📓 Scheduler 📓 PdO Creation Wizard 📓 Brew Sheet Data 📓 Cellar Worksheet	Packaging Worksheet	
Journal Entry	MRP Woard		
Journal Vouchers			
Posting Templates			
Recurring Postings			
Reverse Transactions			
Exchange Rate Differences	Edit Chart of Accounts - Selection Criteria 📃 🔀 Edit Chart of Accounts		
Conversion Differences	✓ ⇒ Assets         G/L Account Details         12510-00 - Semi Finishe	12510-00 - Semi Fnished Good - Green Beer (CORP)     1251:00 - Semi Fnished Good - Dry Hopped Beer (C     1252:00 - Semi Fnished Good - Barri Aged Beer (CC     1252:50 - Semi Fnished Good - Barri Aged Beer (CCRP)     1300:500 - WIP     1300:500 - WIP - Wort (CORP)     1300:500 - WIP - Wort (CORP)     1301:500 - WIP - Barri Aged Beer (CCRP)     1302:00 - WIP - Fnished Good (CCRP)     1303:00 - WIP - Fnished Good (CCRP)     1303:00 - WIP - Fnished Good (CCRP)     1303:00 - WIP - Fnished Good (CCRP)	
1099 Editing	□ ⇔ Labities O Title ● Agtive Account 12515-00 - Semi Finishe 12520-00 - Semi Finishe 12520-00 - Semi Finishe		
Financial Report Templates	G/L Account 15030-00 12525-00 - Semi Finishe Account Name Employee Advances Receivab 13000 - WIP		
Document Printing	Cost of sales     13005-00 - WIP - Wort     13005-00 - WIP - Wort     13005-00 - WIP - Gree     13005-00 - WIP - Gree		
Journal Voucher Report	Sales Orders Sales Orders Sales Orders Sales Orders 13015-00 - WIP - Dry H		
Internal Reconciliations	OK Cannel Select All Class Selection 3 13025-00 - WIP - Brigh		
🛅 Budget Setup	13030-00 - VIP - Final 15000 - Other Current Ass		
Cost Accounting	G/L Account 0 15005-00 - A/P Down F 15010-00 - Prepaid Rav	Payments (CORP) / Materials (CORP)	
Financial Reports	Dra Assets 15015-00 - Prepaid Exp	enses (CORP)	
₴ Sales Opportunities	Parent Article 15000 • 15025-00 • Prepaid Tax	es (CORP)	
🐼 Sales - A/R	Coc. in Dravei (inter 10025-00 - 10025-00	d Funds (CORP)	
Purchasing - A/P	10025-00 - EFT Clearing	g Account (CORP)	
Business Partners	Update		

7. Click Update and your changes should be reflected