



# 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

The screenshot illustrates the software interface for managing the Chart of Accounts. It shows the navigation pane on the left, the main Chart of Accounts window in the center, and the G/L Account Details window on the right. The steps are indicated by numbered green arrows: 1. Clicking on 'Chart of Accounts' in the Financials menu. 2. Selecting the 'EFT Clearing Account (CORP)' from the list of accounts. 3. Clicking on the 'Control Account' checkbox. 4. Clicking on the 'Update' button in the G/L Account Details window. 5. Clicking on the 'Update' button in the G/L Account Details window.



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

### 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
7. Click Update and your changes should be reflected

The screenshot shows the 'Edit Chart of Accounts' window with the following details:

- Common Functions:** Choose Company, Add-On Manager, Scheduler, PdO Creation Wizard, Brew Sheet Data, Cellar Worksheet, Packaging Worksheet, MRP Wizard.
- Edit Chart of Accounts - Selection Criteria:** Assets (checked), Liabilities, Equity, Revenues, Cost of Sales, Expenses, Financing, Other Revenues and Expenses.
- Edit Chart of Accounts - G/L Account Details:**
  - Title: Active Account
  - G/L Account: 15030-00
  - Account Name: Employee Advances Receivabl
  - Level: 4
  - G/L Account: 15000
  - Parent Article: 15000
  - Loc. in Drawer: After 10025-00
- Account List:** 12510-00 - Semi Finished Good - Green Beer (CORP), 12515-00 - Semi Finished Good - Dry Hopped Beer (CORP), 12520-00 - Semi Finished Good - Barrel Aged Beer (CORP), 12525-00 - Semi Finished Good - Bright Beer (CORP), 13000 - WIP, 13005-00 - WIP - Wort (CORP), 13010-00 - WIP - Green Beer (CORP), 13015-00 - WIP - Dry Hopped Beer (CORP), 13020-00 - WIP - Barrel Aged Beer (CORP), 13025-00 - WIP - Bright Beer (CORP), 13030-00 - WIP - Finished Goods (CORP), 15000 - Other Current Assets, 15005-00 - A/P Down Payments (CORP), 15010-00 - Prepaid Raw Materials (CORP), 15015-00 - Prepaid Expenses (CORP), 15020-00 - Prepaid Insurance (CORP), 15025-00 - Prepaid Taxes (CORP), 15035-00 - ACH Holding (CORP), 15040-00 - Undeposited Funds (CORP), 10025-00 - EFT Clearing Account (CORP).