



Editing an Account Using the Account Global Document

Navigation: KFS > Main Menu > Lookup and Maintenance > Chart of Accounts > Account Global

To edit a particular field to the same value on multiple accounts. use the Account Global document to update the relevant values.

Step	Action
1.	Click the Account Global link.
2.	Before you begin, you can choose to click the collapse all button in the upper right hand corner. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">collapse all</div>
3.	Complete the Document Overview tab
4.	To open the Global Account Maintenance tab, click the show button. This tab contains the fields that are eligible for updating using the Account Global document. Complete one or many of the fields, keep in mind the update will take place on every account included in the Edit List of Accounts tab, regardless of the original value.
5.	Add accounts one at a time or add them all at once by using the Lookup/Add Multiple Account Lines magnifying glass. Please note this form is limited to 24 accounts at a time. Example: To find all accounts belonging to a specific Fiscal Officer , enter that Fiscal Officer's Directory ID in the Fiscal Officer Principal Name field and do a search. The organization code can also be used to search for the applicable accounts to be changed. Click the select accounts and then return selected to add the accounts to the Account Global document.

Step	Action
6.	<p data-bbox="363 254 1357 323">After the applicable fields have been edited and the accounts added, submit the document.</p> <p data-bbox="363 369 1398 443">Note: Unlike the Account document, this document does not route to the Fiscal Officer for approval.</p>