Editing an Account Using the Account Global Document

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

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

Step	Action
1.	Before you begin, you can choose to click the **collapse all** button in the upper right hand corner.
2.	Complete the Document Overview tab

Step	Action
3.	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. You can complete one or many of the fields, but keep in mind your update will take place on every account included in the **Edit List of Accounts** tab, regardless of what the original value was.
4.	You can add accounts one at a time, or you can 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.** 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 documents.
5.	When you have edited the applicable fields and added the accounts, you will be ready to submit the documents. *Note:* Unlike the Account document, this document does not route to the Fiscal Officer for approval.

Account Lookup ?

Chart Code:	
Account Number:	
Account Name:	
Organization Code:	
Account Type Code:	
Sub-Fund Group Code:	
Fiscal Officer Principal Name:	tannert
Capital Project Number:	
Income Stream Account Number:	
Closed?:	○ Yes ● No ○ Both

search clear cancel

Viewing rows 1 to 58

select all from all pages deselect all from all pages select all from this page deselect all from this page return selected

Select?	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code	Fiscal Officer Name
☐	01	0000300	BANK STATE TREAS	1150502	00	404100	Tanner, Trina
☐	01	0130100	SUSPENSE ACCOUNT PAYROLL	1150502	00	404100	Tanner, Trina
☐	01	0132010	ADMISSION & AMUSEMENT TAX	1150502	00	404100	Tanner, Trina
☐	01	0132020	MD SALES TAX	1150502	00	404100	Tanner, Trina
☐	01	0132180	WORKING FUND-DISTR	1150502	00	404100	Tanner, Trina
☐	01	0132260	CLEARING FREIGHT	1151101	00	404100	Tanner, Trina
☐	01	0132320	ACCR CHGS FOR 10/12	1150502	00	404100	Tanner, Trina
☐	01	0132470	UNCLAIMED PROPERTY FROM STATES CLEARING	1150502	00	404100	Tanner, Trina
☐	01	0134010	INTER-DATA BASE CLEARING - COLLEGE PARK	1150502	00	404100	Tanner, Trina