Global Account Edit

Records > Accounts > Edit > Global Edit

Edits an entire selection or range of accounts. Enter the account selections you wish to edit and select the account item/process you want to edit. Then key the value, if applicable, that you wish to change the item to and click the ok button.

Accounts: Specify the accounts you wish to change. Click here to see how selections work.

Account Item: Select the account item you wish to edit.

Change to: Specify the value you wish to change the item to.

How to deactivate a group of accounts: Select the accounts. Choose Status for the Account Item. Uncheck the Active box. Click OK.