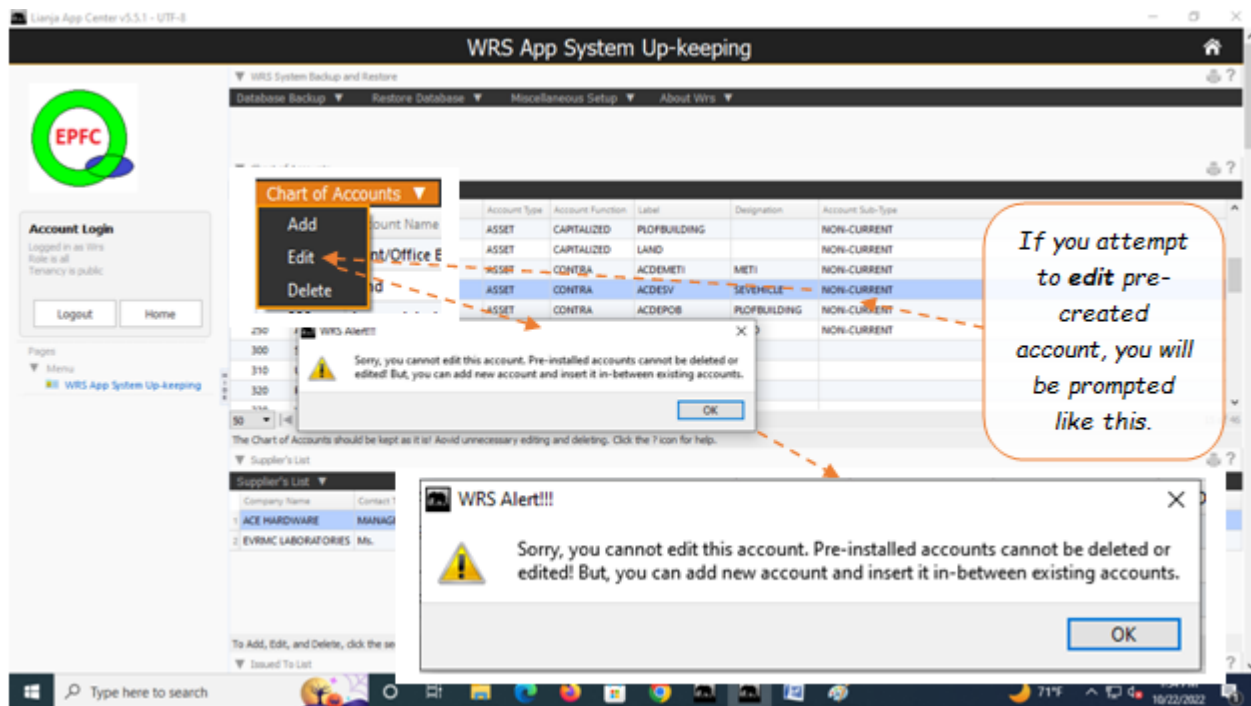


Edit

Accounts in the Chart of Accounts that are already in the list during WRS installation, cannot be edited or deleted.

You can only edit or delete newly inserted (added) accounts.



To Edit newly inserted accounts in the Chart of Accounts

1. Position the *highlight bar* to the account you want to edit;
2. From the section menu bar, **Chart of Accounts**, click **Edit**;
3. A dialog panel slides from the right side of the screen;
4. Make the necessary changes to the fields in the dialog panel;
5. When done, click **Ready to Save**;
6. Click **Save Data**.

The screenshot displays the 'WRS App System Up-keeping' application. The main window is titled 'CHART OF ACCOUNTS' and shows a list of accounts. The account '315 Special Delivery Allowance' is highlighted. A 'Chart of Accounts' menu is open, showing options: Add, Edit, and Delete. The 'Edit' option is circled in orange. A 'Help' icon is also visible. The right side of the window shows the 'Edit Account' form for account 315, with fields for Account No., Account Name, Account Type (EXPENSE), Designation, Account Function (DE), and Account Label (SPECIALLO). The 'Ready to Save' button is highlighted in orange. Below the form, there are 'Save Data' and 'Abort and Close' buttons. Annotations in orange boxes with dashed arrows point to these elements: 'Menu bar, Chart of Accounts' points to the top menu; 'Make the changes you want' points to the 'Edit' button; 'Highlight bar is on the account for edit' points to the highlighted row in the table; 'Ready to Save' points to the 'Ready to Save' button; and 'Save Data' points to the 'Save Data' button.

Chart of Accounts Table:

Account No.	Account Name	Account Type	Account Function	Designation
230	Accumulated Depreciation or	ASSET	CONTRA	ACDEMETI
240	Accumulated Depreciation pob	ASSET	CONTRA	DESV
250	Accumulated Depreciation and	ASSET	CONTRA	SEVEHICLE
300	Depreciation	ASSET	CONTRA	DEPOS
310	Other	ASSET	CONTRA	DELAND
315	Special Delivery Allowance	EXPENSE	COGM	RPOB
320	Rent - plant/office building	EXPENSE	COGM	RPOB
330	WRS Operation and Maint.	EXPENSE	COGM	MAROBANMAN