

## **Updating A and/or B accounts on existing detail codes on TSADETC.**

In order to update A or B account information on an existing detail code you must create a new General Ledger Interface Information Record. Follow the steps below to create the new record.

1. Go to TSADETC.
2. Find the detail code you wish to update.
3. Make sure it is active by placing your cursor in the detail code box and clicking.
4. Then CTRL+PGDN or click Next Block.
5. On the General Ledger Interface Information screen create a new record by either pressing the down arrow on your keyboard, or by choosing Record Insert. This should clear the screen and change the Effective Date to today's date.
6. Then CTRL+PGDN or click Next Block. This will cause the Copy From screen to appear. Make sure the detail code in the Detail Code box is the detail code you want to copy.
7. Then click Options > OK.
8. This will place the A and B information from the copied detail code into the General Ledger Interface Information screen.
9. Make your desired updates to the A and/or B accounts, and press F10 or click the blue disk in the top left corner to save.

To make sure that the changes are effective, follow steps 1-4 and verify that the A and/or B account information is what you entered.