



# Memo

**Date:** January 23, 2009  
**To:** Business Managers, Parish Administrators  
**From:** Training Department  
**Re:** LOGOs: Changing GL Number and Name Change for Combined 2nd Collection

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How to change the Logos GL number description to reflect the new combined second collection for Church in Latin America and Central/Eastern Europe.

Instead of adding a new GL number for the combined collection, we are going to rename an existing account. The account we are going to change is the current Church in Central and Eastern Europe Exchange account, GL number 2959.

To change the account description, go to:

General Ledger  
Reports

Custom Reports

Click on "Change an Existing Account" and then click on "Next"

Scroll down to account number 2959 "Church in Central and Eastern Europe Exc"

Click in the Description field and type the new name:  
"Church Latin Amer & Central/East Eur Exc"

Due to a limitation on the length of the description in Logos, we have to abbreviate the collection name.

After typing in the new description, click on "Done" to exit the "Change an Existing Account" screen. Then on the next screen, click on "Cancel" to return the General Ledger screen

Before the name change.

The screenshot shows a dialog box titled "Change an Existing Account" with a table of accounts. The account with ID 2959-000-000-0000 is highlighted with a red box. The description for this account is "Church in Central and Eastern Europe Exc".

Account	Description	Active	Payroll	GL Sum
2953-000-000-0000	Campaign for Human Development Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2955-000-000-0000	Catholic Communications Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2956-000-000-0000	Catholic Home Mission Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2957-000-000-0000	Catholic University of America Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2958-000-000-0000	Village of St. Joseph Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2959-000-000-0000	Church in Central and Eastern Europe Exc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2960-000-000-0000	Disaster Relief Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2961-000-000-0000	Easter Archdiocesan Seminarians Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2962-000-000-0000	Fall Archdiocesan Seminarians Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2963-000-000-0000	Holy Land Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Display Inactive Accounts

After the name change.

The screenshot shows the same dialog box, but the account with ID 2959-000-000-0000 now has a new description: "Church Latin Amer & Central/East Eur Exc". The "Done" button is also highlighted with a red box.

Account	Description	Active	Payroll	GL Sumr
2953-000-000-0000	Campaign for Human Development Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2955-000-000-0000	Catholic Communications Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2956-000-000-0000	Catholic Home Mission Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2957-000-000-0000	Catholic University of America Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2958-000-000-0000	Village of St. Joseph Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2959-000-000-0000	Church Latin Amer & Central/East Eur Exc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2960-000-000-0000	Disaster Relief Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2961-000-000-0000	Easter Archdiocesan Seminarians Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2962-000-000-0000	Fall Archdiocesan Seminarians Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2963-000-000-0000	Holy Land Exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Display Inactive Accounts

Please contact Edward Rosser, [erosser@archatl.com](mailto:erosser@archatl.com) or Patrick Warner, [pwarn@archatl.com](mailto:pwarn@archatl.com) with any questions.