

Changing Account Numbers in Portfolio Audit



When you need help, you can trust Orion's team of experts to provide solutions and get you up and running quickly. But, there are many situations where you can save time by making a change yourself. In this week's Tech Tip, we'll show you how to change an account number within the Portfolio Audit app.

What?

Occasionally, an account number may get entered incorrectly. Never fear! This is a simple fix if the account is not downloading or doesn't already have assets in it. (If the account does have assets, you can still correct the account number with a few additional steps).

Why?

If you have created a new account manually or via the New Account Wizard, and either entered the account number incorrectly or did not have the account number on hand, you can go ahead and create the account, and then go back later to add the account number.

How?

There are two ways to change the account number in Portfolio Audit:

If there are NO assets in the account:

1. Launch the Portfolio Audit app
2. Navigate to the Account level.

3. Right-click>Edit>Billing Section
4. Click on the General Tab, then Custodial Account Number (on the right-hand side).
5. Input the correct account number.

If there ARE assets in the account:

1. Launch the Portfolio Audit app
2. Navigate to the Account level.
3. Find the account, then right-click Asset Level.
4. From here, you'll need to go into each asset.
5. Right-click on the asset and click Edit>General Tab>Account Number.
6. Input the correct account number.

If you still require help, our experts are standing by! Just contact the Platform Support team at success@orionadvisor.com

More Learning Opportunities

Our quarter-end billing webinar is happening this week!

Join us this Thursday for our webinar “Prepare for Quarter End Billing”, to learn how to run a billing forecast, reconcile audit files, and gain the essential tools you need for a successful quarter-end billing process!

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