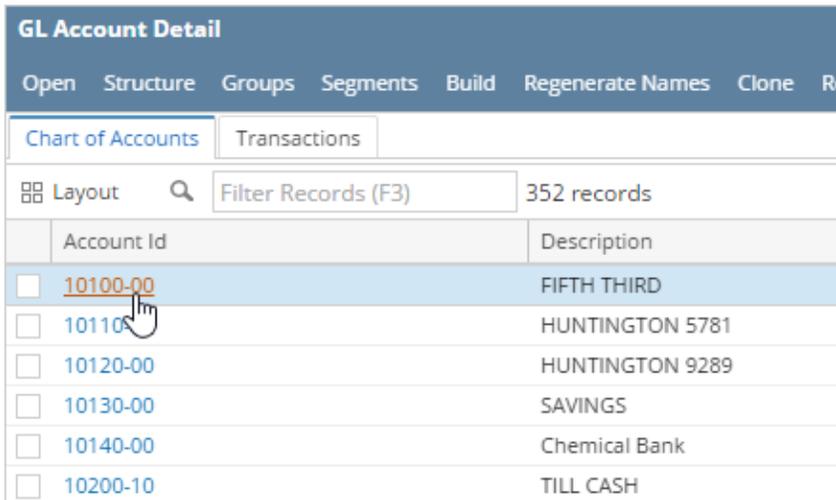


How To Delete Chart of Accounts

1. From **GL Account Detail** menu | Chart of Accounts Tab, click on Account Id hyperlink to open Edit Account screen.



The screenshot shows the 'GL Account Detail' interface. At the top, there is a navigation bar with 'Open', 'Structure', 'Groups', 'Segments', 'Build', 'Regenerate Names', 'Clone', and 'Re'. Below this is a tabbed interface with 'Chart of Accounts' and 'Transactions'. A 'Layout' button and a search box labeled 'Filter Records (F3)' are visible, along with a record count of '352 records'. The main table has two columns: 'Account Id' and 'Description'. The first row is highlighted in blue and has a mouse cursor pointing at the '10100-00' account ID.

Account Id	Description
10100-00	FIFTH THIRD
10110-00	HUNTINGTON 5781
10120-00	HUNTINGTON 9289
10130-00	SAVINGS
10140-00	Chemical Bank
10200-10	TILL CASH

2. Click delete button.

 **Applies in 17.1 , 17.4 and above**
For used accounts, delete is not allowed.