How To Rename Accounts

To open **GL Account Adjustment** screen, click **Account Adjustment** from **General Ledger Maintenance** menu and then click **New** toolbar button.

Rename an Account ID

1. To rename an account Id, click **Add** action button.
2. Select **Rename** in **Action** combo box then select **Account Id** in **Type** combo box. In the **Original** combo box, select the account Id that you would want to rename and specify in the **New** field the correct account Id.

3. Click the **Commit** button. Clicking the Commit button will cascade update all the affected tables and rename the old account Id to the new account Id.
4. After GL Account Adjustment is committed, the screen is marked as **Committed**.

ⓘ **Limitations in Renaming an Account ID**

1. You cannot rename an Account Id with a non-existing primary code or segment. You need to manually add first the primary code and /or segment codes on the Segment Accounts screen in order to use the account ID.
2. You cannot rename an Account Id if the new Id entered is already existing in the Chart of Accounts table.

Rename an Account Group

1. To rename an Account Group, click **Add** action button.

2. Select **Rename** in **Action** combo box then select **Account Group** in **Type** combo box. In the **Original** combo box, select the account group that you would want to rename and specify in the **New** field the correct account group.

3. Click the **Commit** button. Clicking the Commit button will cascade update all the affected tables and rename the old account group to the new account group.
4. After **COA Adjustment** is committed, the screen is marked as **Committed**.

ⓘ **Limitations in Renaming an Account Group**

1. You cannot rename a *System Account Group*. These are the account groups automatically loaded into all new installations for new customers.
2. You cannot rename an Account Group if the new group name entered is already existing in the Accounts Group table.

⚠ Once the Commit button is clicked, there will be no way you can Uncommit or Undo this change. If you need to revert your changes, then you must create a new COA Adjustment transaction for that.