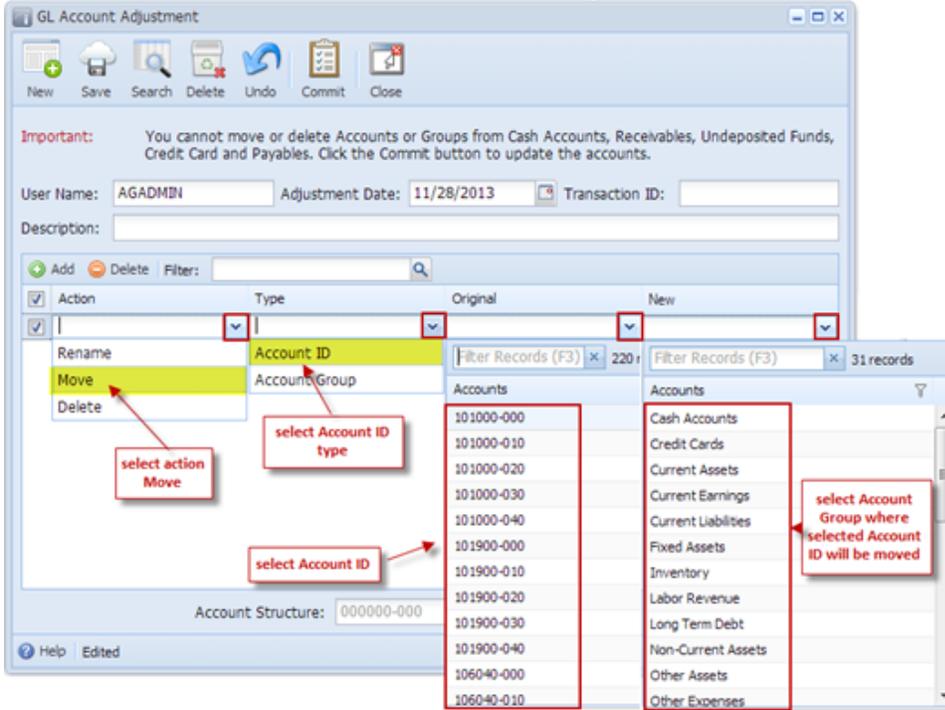


How To Move Accounts

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

Move an Account ID

1. To move an account Id, click **Add** action button.
2. Select **Move** in **Action** combo box then select an **Account Id** in **Type** combo box. In the **Original** combo box, select the account Id that you would want to move and select in the **New** field the **Account Group** where it will be moved.



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

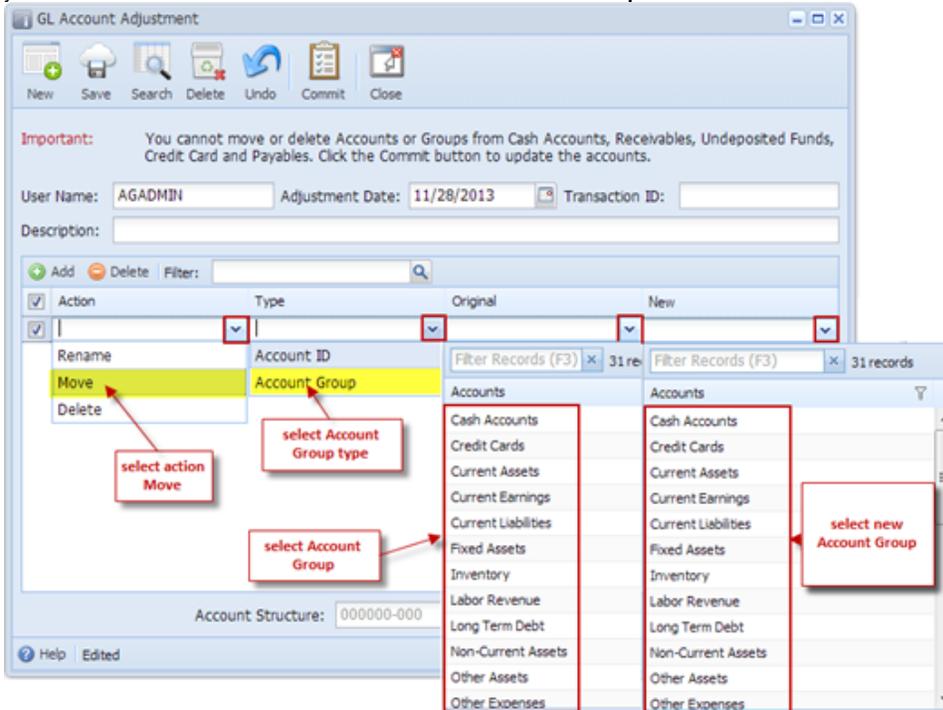
Limitations in Moving an Account ID

1. You cannot move an Account ID that is already used in a posted or unposted transaction and other non-transactional records.

Move an Account Group

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

2. Select **Move** 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 move and select in the **New** field the **Account Group** where it will be moved.



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

i Limitations in Moving an Account Group

1. You cannot move a *System Account Group*. These are the account groups automatically loaded into all new installations for new customers.
2. You cannot move an Account Group if any of the Account Id under this group is already used in a posted or unposted transaction and other non-transactional records.

! 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.