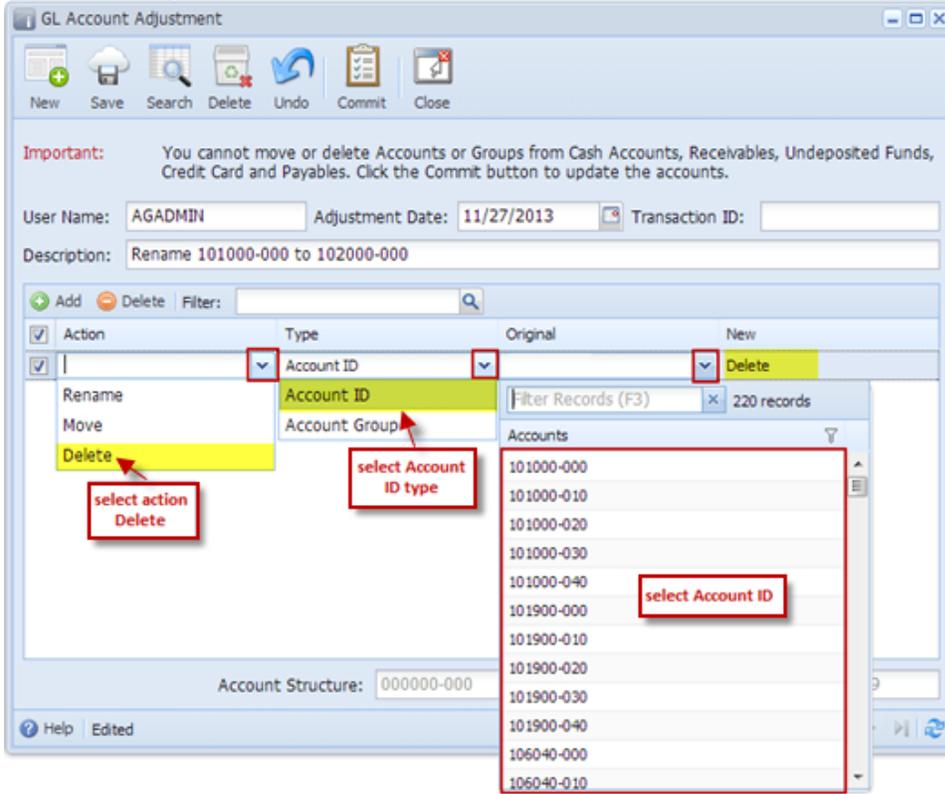


How To Delete Accounts

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

Delete an Account ID

1. To delete an account Id, click **Add** action button.
2. Select **Delete** in **Action** combo box then select **Account ID** in **Type** combo box. In the **Original** combo box, all account Ids will be listed. Select the account Id that you would want to delete.



3. Click **Commit** button. Clicking the Commit button will delete the selected account Id from the list of your **Chart of Accounts**.
4. After GL Account Adjustment is committed, the screen is marked as **Committed**.

i Limitations in Deleting an Account ID

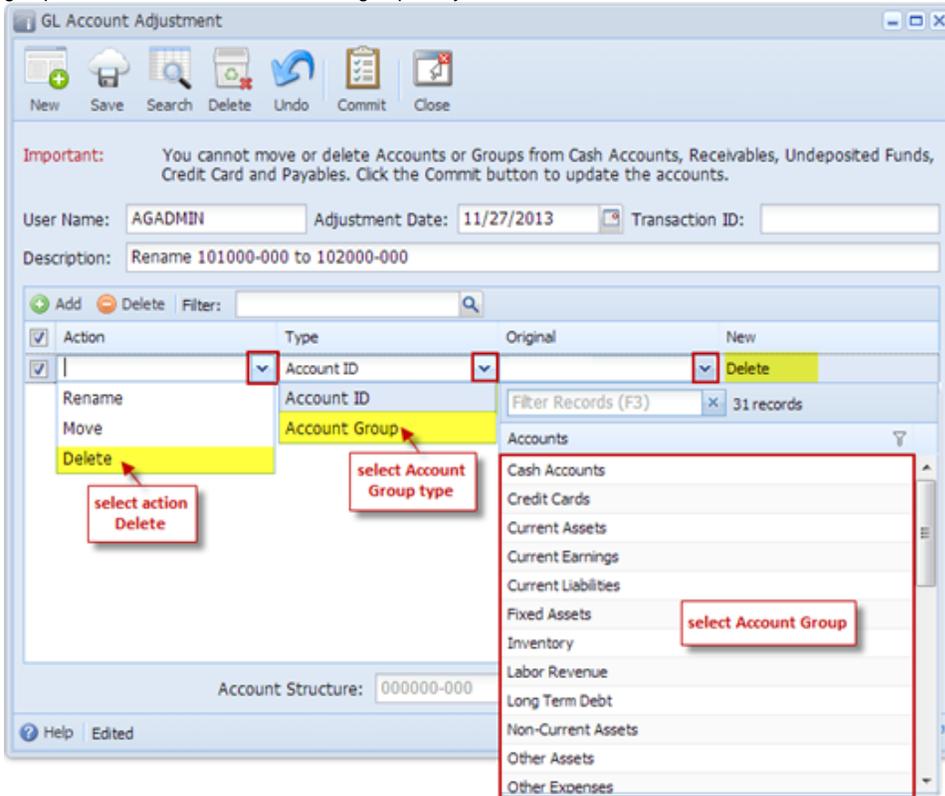
1. You cannot delete an Account ID that is already used in a posted or unposted transactions, and other non-transactional records.

! Once Commit button is clicked, there will be no way you can Uncommit or undo this change on this same adjustment screen. In cases where you need to re-create the deleted Account ID, you must use the Build Account screen to add this again on your Chart of Accounts.

Delete Account Group

1. To delete an account group, click **Add** action button.

2. Select **Delete** in **Action** combo box then select **Account Group** in **Type** combo box. In the **Original** combo box, all account groups and its sub groups will be listed. Select the account group that you would want to delete.



3. Click **Commit** button. Clicking the Commit button will delete the specified account group.
4. After GL Account Adjustment is committed, the screen is marked as **Committed**.

i Limitations in Deleting an Account Group

1. You cannot delete a *System Account Group*. These are the account groups automatically loaded into all new installations for new customers.
2. You cannot delete an Account Group if one of the Account IDs under it is already used in a posted or unposted transactions, and other non-transactional records.

! Once Commit button is clicked, there will be no way you can Uncommit or undo this change on this same adjustment screen. In cases where you need to re-create the deleted Account Group, you must use the Account Group screen to add this again and be available when you create new accounts.