

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.

The screenshot shows the 'GL Account Adjustment' window. At the top, there's a toolbar with buttons: New, Save, Search, Delete, Undo, Commit, and Close. Below the toolbar, an 'Important' message states: 'You cannot move or delete Accounts or Groups from Cash Accounts, Receivables, Undeposited Funds, Credit Card and Payables. Click the Commit button to update the accounts.' Below this, there are input fields for 'User Name: AGADMIN', 'Adjustment Date: 11/27/2013', and 'Transaction ID:'. A 'Description' field contains 'Rename 101000-000 to 102000-000'. The main area has a table with columns: Action, Type, Original, and New. The 'Action' column has a dropdown menu open with options: Rename, Move, and Delete. The 'Type' column has a dropdown menu open with options: Account ID and Account Group. The 'Original' column has a dropdown menu open showing a list of account IDs. Red boxes and arrows highlight the 'Delete' action, the 'Account ID' type, and the list of account IDs. A red box labeled 'select action Delete' points to the 'Delete' option in the Action dropdown. A red box labeled 'select Account ID type' points to the 'Account ID' option in the Type dropdown. A red box labeled 'select Account ID' points to the list of account IDs in the Original dropdown. The 'New' column has a dropdown menu open with the 'Delete' option selected. The 'Accounts' list in the Original dropdown includes: 101000-000, 101000-010, 101000-020, 101000-030, 101000-040, 101900-000, 101900-010, 101900-020, 101900-030, 101900-040, 106040-000, and 106040-010. The 'Account Structure' field at the bottom shows '000000-000'.

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**.



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.

GL Account Adjustment

Important: You cannot move or delete Accounts or Groups from Cash Accounts, Receivables, Undeposited Funds, Credit Card and Payables. Click the Commit button to update the accounts.

User Name: AGADMIN Adjustment Date: 11/27/2013 Transaction ID:

Description: Rename 101000-000 to 102000-000

Buttons: New, Save, Search, Delete, Undo, Commit, Close

Filter:

Action	Type	Original	New
<input checked="" type="checkbox"/>	Account ID	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Account ID	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Account Group	<input type="text"/>	<input type="text"/>

Filter Records (F3) 31 records

Accounts

- Cash Accounts
- Credit Cards
- Current Assets
- Current Earnings
- Current Liabilities
- Fixed Assets
- Inventory
- Labor Revenue
- Long Term Debt
- Non-Current Assets
- Other Assets
- Other Expenses

Account Structure: 000000-000

Buttons: Help, Edited

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**.



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.