

# 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.

The screenshot shows the 'GL Account Adjustment' window. At the top, there's a toolbar with '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: 11/28/2013', and 'Transaction ID:'. A 'Description:' field is also present. The main area has a table with columns: 'Action', 'Type', 'Original', and 'New'. The 'Action' column has a dropdown menu with 'Rename', 'Move', and 'Delete'. The 'Type' column has a dropdown menu with 'Account ID' and 'Account Group'. The 'Original' column has a dropdown menu with 'Filter Records (F3) x 220'. The 'New' column has a dropdown menu with 'Filter Records (F3) x 31 records'. Below the table, there are two lists of accounts. The left list, under 'Accounts', 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 right list, under 'Accounts', includes: Cash Accounts, Credit Cards, Current Assets, Current Earnings, Current Liabilities, Fixed Assets, Inventory, Labor Revenue, Long Term Debt, Non-Current Assets, Other Assets, and Other Expenses. Red arrows point to the 'Move' action, the 'Account ID' type, the '101000-000' account in the 'Original' list, and the 'Cash Accounts' group in the 'New' list. A red box highlights the 'Cash Accounts' group in the 'New' list with the text 'select Account Group where selected Account ID 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.

The screenshot shows the 'GL Account Adjustment' window. At the top, there are buttons for New, Save, Search, Delete, Undo, Commit, and Close. Below these is an 'Important' message: '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 the message are fields for User Name (AGADMIN), Adjustment Date (11/28/2013), and Transaction ID. A Description field is also present. Below these is a table with columns: Action, Type, Original, and New. The 'Action' column has a dropdown menu with 'Move' selected. The 'Type' column has a dropdown menu with 'Account Group' selected. The 'Original' column has a dropdown menu with 'Fixed Assets' selected. The 'New' column has a dropdown menu with 'Fixed Assets' selected. Below the table are two lists of account groups: 'Accounts' and 'Accounts'. The 'Accounts' list includes: Cash Accounts, Credit Cards, Current Assets, Current Earnings, Current Liabilities, Fixed Assets, Inventory, Labor Revenue, Long Term Debt, Non-Current Assets, Other Assets, and Other Expenses. The 'Accounts' list includes: Cash Accounts, Credit Cards, Current Assets, Current Earnings, Current Liabilities, Fixed Assets, Inventory, Labor Revenue, Long Term Debt, Non-Current Assets, Other Assets, and Other Expenses. Red arrows point to the 'Move' action, the 'Account Group' type, the 'Fixed Assets' original account group, and the 'Fixed Assets' new account group. A red box highlights the 'Move' action and the 'Account Group' type. A red box highlights the 'Fixed Assets' original account group. A red box highlights the 'Fixed Assets' new account group. The 'Account Structure' field shows '000000-000'.

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**.

#### 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.