

Reassigning GL Accounts to Posted Transactions

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This guide explains how to change the General Ledger (GL) account assigned to a posted transaction. It is intended for advanced users.

Users with the necessary access privileges can reassign the GL account on a transaction that has already been posted.


This method can only be used for an open accounting period and for transactions related to non-bank accounts. If the required accounting period has already been closed, you must coordinate with your controller to re-open that period. If the period cannot be reopened or if you need to move a balance in a bank account, you must use the General Journal module.

Note: The [automation schedule](https://aace6.knowledgeowl.com/help/configuring-automation-schedules) (<https://aace6.knowledgeowl.com/help/configuring-automation-schedules>) to Update Accounting Balances runs every minute by default. This means you may see transactions post even while you're working on reassignments.

Batch Processing Reassignment

You can reassign open and pending transactions that belong to an open period.

Use extreme care — This process will affect *all* records currently displayed in the list.

1. Navigate from **Main Menu > Accounting > General Ledger**.
2. Use the Quick Search bar to display *only* the transactions you wish to reassign.
3. Click **Admin Actions** () > **Update GL Account for List**.


The screenshot shows the 'General Ledger' application window. At the top, there's a search bar with 'RCPT-60005' entered. Below it is a table with columns: Account, Transaction ID, Date, Office, Dept, Code, Order, PO, Debit, Credit, Debit Balance, and Status. The table contains several rows of transaction data. At the bottom right, an 'Admin Options' dropdown menu is open, with 'Update GL Account for List' circled in red. Other options include 'Attach/Detach Documents to/from List', 'Update GL Account for List from Line Item Codes', and 'Admin Export'.

Account	Transaction ID	Date	Office	Dept	Code	Order	PO	Debit	Credit	Debit Balance	Status
> 1120	> RCPT-60003	08/01/23	AI						4,873.54	4,873.54 CR	OPEN
> 1202	> RCPT-60003	08/01/23	AI	AI		> 50687		4,873.54		4,873.54	OPEN
> 1120	> RCPT-60004	07/25/23	AI						23,082.56	23,082.56 CR	OPEN
> 1202	> RCPT-60004	07/25/23	AI	AI		> 50681		23,082.56		23,082.56	OPEN
> 1120	> RCPT-60005	07/24/23	AI						600.00	600.00 CR	OPEN
> 1202	> RCPT-60005	07/24/23	AI	AI		> 50699		600.00		600.00	OPEN
List Totals								28,556.10	28,556.10	0.00	

4. At the confirmation dialog, click **Select**.
5. From the GL Accounts Selector, locate and select the desired GL account.
 Note: You cannot move a balance in a bank account using this method, as noted above. Instead, you must use the General Journal module.
 - o The GL account for each transaction in the list is changed.
 - o The status for each transaction is temporarily changed to Pending.
 Note: When the Update Accounting Balances automation schedule runs, it automatically re-posts these transactions.
 - o The balance of the affected GL accounts is updated.
6. Click **Save**.

Not every transaction can be reassigned in a batch. If any records were not updated successfully, use the method for single record reassignment (see below).

Single Record Reassignment

From the General Ledger module, use the Quick Search bar to locate a specific GL entry. Click that list item's Actions icon () and select Reassign GL Account.

When the Update Accounting Balances automation schedule runs, it updates the GL account balance.

Force an Account Balance Update

You can force aACE to run an update to the GL account balances: At the General Ledger module, click Actions > Update Account Balances.
