

Deleting Unused GL Accounts

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This guide explains how to deactivate and remove GL accounts that are unused. It is intended for advanced users.

aACE will not delete General Ledger accounts that:

- Carry relationships to other records – You must first [remove the GL Account relationships](https://aace6.knowledgeowl.com/help/removing-relationships-to-gl-accounts) (<https://aace6.knowledgeowl.com/help/removing-relationships-to-gl-accounts>).
- Are still active – You must first deactivate them.

Step 1: Deactivate Unused GL Account Records

1. Navigate from **Main Menu > Accounting > GL Accounts**.
2. Display all GL account records by clicking **Show All**.

Account	Account Name	Header	Account Type	Cash Flow Section	Balance	Status		
> 1000	Total Assets		Assets		4,699,641.05	ACTIVE	●	⌵
> 1002	Uncategorized Assets	1000	Assets	Other Assets	249.95	ACTIVE	●	⌵
> 1100	Current Assets	1000	Assets		4,379,241.20	ACTIVE	●	⌵
> 1101	Uncategorized Current Assets	1100	Assets	Other Assets		ACTIVE	●	⌵
> 1110	Total Cash	1100	Cash		2,408,795.29	ACTIVE	●	⌵
> 1114	Cash Checking (EE)	1110	Cash	Cash	100.00	CR ACTIVE	●	⌵
> 1115	Cash Checking (AI)	1110	Cash	Cash	2,393,898.68	ACTIVE	●	⌵
> 1116	Cash Checking (MWRO)	1110	Cash	Cash	92,078.60	ACTIVE	●	⌵
> 1120	Undeposited Funds - Cash/Checks	1110	Cash	Cash	96,650.39	CR ACTIVE	●	⌵
> 1121	Undeposited Funds - MC/Visa	1110	Cash	Cash	19,598.40	ACTIVE	●	⌵
> 1122	Undeposited Funds - Amex	1110	Cash	Cash		ACTIVE	●	⌵
> 1123	Undeposited Funds - Debit Card	1110	Cash	Cash	30.00	CR ACTIVE	●	⌵
> 1124	Undeposited Funds - E-Check	1110	Cash	Cash		ACTIVE	●	⌵
> 1200	Total Receivables	1100	Receivables		1,970,445.91	ACTIVE	●	⌵
> 1201	Uncategorized Receivables	1200	Receivables	Accounts Receivable		ACTIVE	●	⌵
> 1202	Accounts Receivable	1200	Receivables	Accounts Receivable	827,458.80	ACTIVE	●	⌵
> 1250	Inter-Office Receivables	1200	Receivables		1,142,987.11	ACTIVE	●	⌵
> 1251	Due from AI (A/R)	1250	Receivables	Accounts Receivable	1,142,987.11	ACTIVE	●	⌵
> 1252	Due from EE (A/R)	1250	Receivables	Accounts Receivable		ACTIVE	●	⌵
> 1253	Due from MWRO (A/R)	1250	Receivables	Accounts Receivable		ACTIVE	●	⌵
> 1300	Inventory Assets	1000	Inventory		307,176.27	ACTIVE	●	⌵
> 1301	Uncategorized Inventory	1300	Inventory	Inventory	12,055.35	ACTIVE	●	⌵
> 1303	Work In Process	1300	Inventory	Inventory		ACTIVE	●	⌵

3. Click the **Account** column header to sort the list by descending account number.
Note: Make sure the list is sorted *in descending order* (i.e. you may need to click the column header more than once). Descending order is helpful because aACE Header accounts cannot be deactivated if they have active detail accounts. Since detail accounts typically have higher account numbers than the parent header account, sorting in descending order allows aACE to deactivate the detail accounts before

deactivating the respective header account.

4. In the menu bar, click **Actions > Deactivate GL Accounts in List**.

Allow the process to run completely. When it is finished, deactivated accounts appear with a white status indicator:

Account	Account Name	Header	Account Type	Cash Flow Section	Balance	Status
> 9003	Test Selva 2	9000	Other Expenses			INACTIVE
> 9002	Test Selva	9000	Other Expenses			INACTIVE
> 9001	Bad Debts	9000	Other Expenses	Income Statement		ACTIVE
> 9000	Other Expenses		Other Expenses			ACTIVE
> 8002	Interest Income	8000	Other Income	Income Statement		INACTIVE
> 8001	Misc Other Income	8000	Other Income	Income Statement		INACTIVE
> 8000	Other Income		Other Income			INACTIVE
> 7010	Electric	7000	Overhead Expenses			INACTIVE

Step 2: Delete the Deactivated GL Account Records

1. Use the Quick Search bar to find all inactive accounts.
2. In the menu bar, click **Delete**.
3. At the confirmation dialog, type the number of GL accounts to be deleted as prompted:

Message

Would you like to delete all 29 GL accounts in this list? If so, please confirm by typing "29" into the field below.

29

29

Cancel Delete

4. Click **Delete**.
5. At the confirmation dialog, click **OK**.