

Deleting Unused GL Accounts

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This guide explains how to deactivate and remove GL accounts that are not needed. 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](http://aace5.knowledgeowl.com/help/removing-relationships-to-gl-accounts) (<http://aace5.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**.

The screenshot shows the 'GL Accounts' window with a table of account records. The table is sorted by Account ID in descending order. The 'Show All' button at the bottom left is circled in red. The table includes columns for Account, Account Name, Account Type, Cash Flow Section, Balance, Status, and a set of icons for actions.

Account	Account Name	Account Type	Cash Flow Section	Balance	Status	Icons
> 1000	Total Assets	Assets		149,595.41	ACTIVE	● 🗑️ -
> 1002	Uncategorized Assets	Assets	Other Assets	25,000.00	ACTIVE	● 🗑️ -
> 1100	Current Assets	Assets		99,925.70	ACTIVE	● 🗑️ -
> 1101	Uncategorized Current Assets	Assets	Other Assets		ACTIVE	● 🗑️ -
> 1110	Total Cash	Cash		48,798.00	ACTIVE	● 🗑️ -
> 1114	Cash Checking (EE)	Cash	Cash		ACTIVE	● 🗑️ -
> 1115	Cash Checking (AI)	Cash	Cash	48,798.00	ACTIVE	● 🗑️ -
> 1120	Undeposited Funds - Cash/Checks	Cash	Cash		ACTIVE	● 🗑️ -
> 1121	Undeposited Funds - MC/Visa	Cash	Cash		ACTIVE	● 🗑️ -
> 1122	Undeposited Funds - Amex	Cash	Cash		ACTIVE	● 🗑️ -
> 1123	Undeposited Funds - Debit Card	Cash	Cash		ACTIVE	● 🗑️ -
> 1124	Undeposited Funds - E-Check	Cash	Cash		ACTIVE	● 🗑️ -
> 1200	Total Receivables	Receivables		51,127.70	ACTIVE	● 🗑️ -
> 1201	Uncategorized Receivables	Receivables	Accounts Receivable		ACTIVE	● 🗑️ -
> 1202	Accounts Receivable	Receivables	Accounts Receivable	51,127.70	ACTIVE	● 🗑️ -
> 1203	Uncategorized Receivables	Receivables	Accounts Receivable		ACTIVE	● 🗑️ -
> 1204	Due from AI (A/R)	Receivables	Accounts Receivable		ACTIVE	● 🗑️ -
> 1205	Due from EE (A/R)	Receivables	Accounts Receivable		ACTIVE	● 🗑️ -
> 1300	Inventory Assets	Inventory		24,669.71	ACTIVE	● 🗑️ -
> 1301	Uncategorized Inventory	Inventory	Inventory		ACTIVE	● 🗑️ -
> 1303	Work In Process	Inventory	Inventory		ACTIVE	● 🗑️ -
> 1304	Raw Materials	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	Account Type	Cash Flow Section	Balance	Status
> 9001	Bad Debts	Other Expenses	Income Statement		ACTIVE
> 9000	Other Expenses	Other Expenses			ACTIVE
> 8002	Interest Income	Other Income	Income Statement		ACTIVE
> 8001	Misc Other Income	Other Income	Income Statement		INACTIVE
> 8000	Other Income	Other Income			ACTIVE
> 7001	Uncategorized Overhead	Overhead Expenses	Income Statement		ACTIVE
> 7000	Overhead Expenses	Overhead Expenses			ACTIVE
> 6999	Discounts Taken	Expenses	Income Statement		ACTIVE
> 6998	Currency Conversion Adjustments	Expenses	Income Statement		ACTIVE
> 6200	Use Tax Expense	Expenses			ACTIVE
> 6100	Merchant Expense	Expenses	Income Statement		ACTIVE

Step 2: Delete the Deactivated GL Account Records

1. Use the [Quick Search](http://ace5.knowledgeowl.com/help/using-the-quick-search-bar) bar to find all inactive accounts.
2. In the menu bar, click **Actions > Delete GL Accounts in List.**
3. At the verification dialog, type "delete", then click **Delete.**

Message

Delete all of the non-active accounts in this list? Please type 'DELETE' into the box provided.

delete

Cancel Delete

4. At the confirmation dialog, click **OK.**