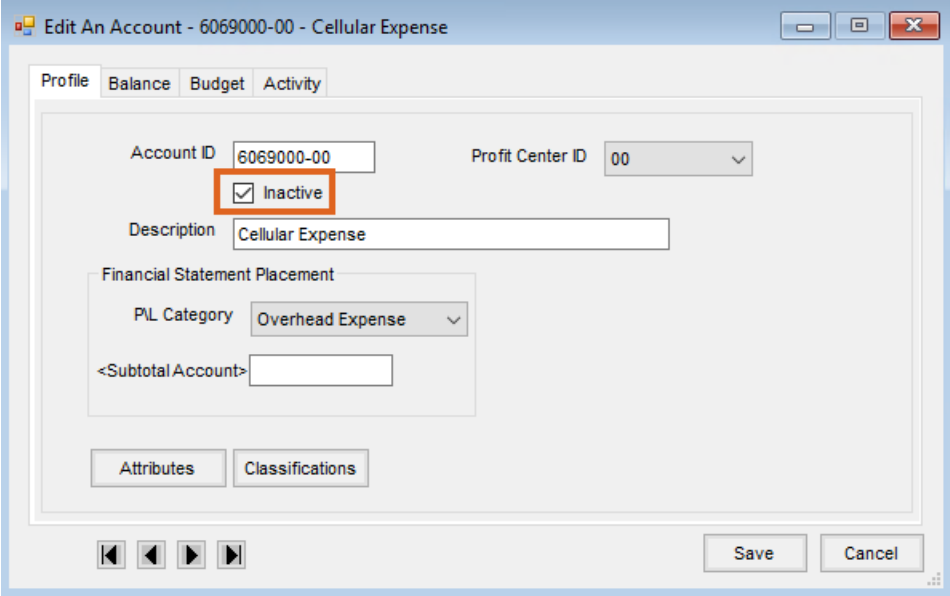


Inactivate General Ledger Accounts

Last Modified on 11/06/2024 9:15 am CST

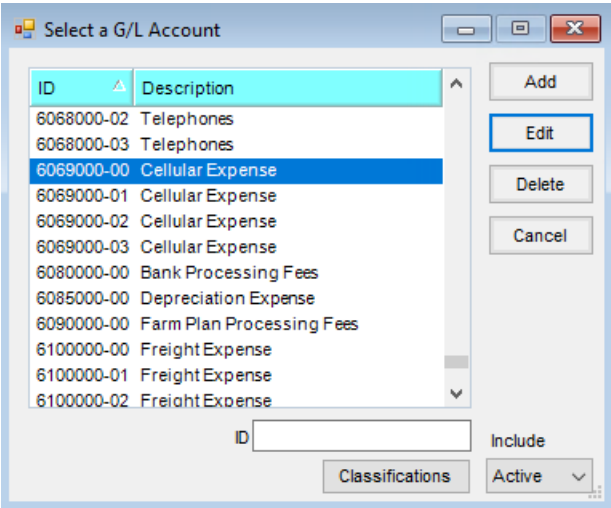
General Ledger Accounts can be inactivated by checking the *Inactive* checkbox on the GL Account's *Profile* tab.



A GL Account cannot be inactivated if:

- It is used on a Journal Entry in the current year.
- It is used to subtotal to another GL Account.
- There is a balance.
- It is used in any setup area (including Load/Save Sets).

The *Select a G/L Account* window gives the option to filter by *Active* or *Inactive* GL Accounts. This filter is disabled for transactions and setup but is available for reports.



Prior Year

When making a Journal Entry in a prior year's dataset, the current year updates the Inactive status of accounts whose balances are being updated in the current year. Any account getting a balance update is activated if it is inactive in the current year.