

# Delete a GL Account

Last Modified on 01/10/2023 2:53 pm EST

G/L Accounts may be deleted only if there has never been any activity in the account. If your company has closed at least one Fiscal Accounting Year, and there was no activity in the account at the time of the close, the account will not be available for deletion because the account has become a part of the Fiscal Year history. The User will only be able to set the account to inactive.

The User must also have permissions to be able to delete an account. The permission required is the Edit Existing Transactions in the GL User Security group.

To Delete a G/L Account, follow the instructions below.

1. Navigate to the General Ledger module from the Main Application Menu and select the Chart of Accounts option.
2. The Chart of Accounts list will be displayed. Highlight the Account Number in the list then click the Edit button located at the lower right of the form.
3. The Chart of Accounts Edit form will be displayed. Click the Delete button at the lower right of the form. The User will be presented with a confirmation message; click Yes to proceed with the delete.

**Before clicking the Yes button on the confirmation message, make certain this is what you want to do. Deleting a G/L Account is permanent - there is no un-do.**

□ □