

# Reactivate a GL Account

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Accounts that were previously marked as inactive may be reactivated. All historical transactions posted to an account that was previously made inactive will remain in the database.

To Reactivate 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. Check the box at the lower left labeled Include Inactive. Highlight the Account Number in the list then click the Edit button located at the lower right of the form.

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3. The Chart of Accounts Edit form will be displayed. Un-check the Inactive checkbox, and then click on the Save button when finished.

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