

# Inactivate a GL Account

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Accounts that will no longer be used may be retired by setting the G/L Account to Inactive. All historical transactions posted to an account that has been inactivated will remain in the database, however this account will no longer be available for future use. Prior to inactivating an account, make certain the account is not being used as a default account in a SedonaSetup table; if this is true, change the default to another account.

To Inactivate 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.

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3. The Chart of Accounts Edit form will be displayed. Select the Inactive option located at the upper right of the form. Click the Save button when finished.

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