Renumbering the Chart of Accounts

The best time to create a new chart of accounts or renumber accounts is after closing the year in General Ledger. It's easy to remember the date you created or renumbered the accounts, and your revenue and expense account balances are zero, which means you have fewer balances to enter.

Before renumbering your accounts, you should archive your financial data. This gives you an exact copy of your dataset before making changes. You can still make entries to the archived dataset and print any needed reports.

When renumbering accounts, you can change the format of the account. In ACS, an account format change is called the account mask. Here are the variables that you can use (in any order) in your account numbers.

- # — numeric characters
- ? — alphabetic characters
- & — alphabetic characters in forced upper case
- ~ — alphabetic characters in forced lower case
- @ — any character
- ! — any character in forced upper case
- any other character is literal (for example, * displays and prints as *)

After renumbering your chart of accounts, it's a good idea to print the Chart of Accounts report to verify your entries. You can correct entries if you need to.

1. Under Advanced Tools, click the Settings tab.
2. Select General Ledger in the drop-down list, and click Go.
3. Click the Account Setup tab.
4. Click Update.
5. Enter the account number format and click Next.
6. As ACS highlights each account, enter the new account number and press ENTER.
7. Repeat step #6 until all account numbers are updated, then click Finish.

When you click Finish, ACS remaps your accounts and updates the account numbers in the other modules in which account numbers are used. For example, in the Payroll module, the expense account and checking account for each cost center are updated.

1. Under Manage Records, click the Chart of Accounts tab.
2. In the drop-down list, select Add/Edit Chart of Accounts, and click Go.
3. On the Chart of Accounts tab, click Print.
4. When the report displays, click Print Report.