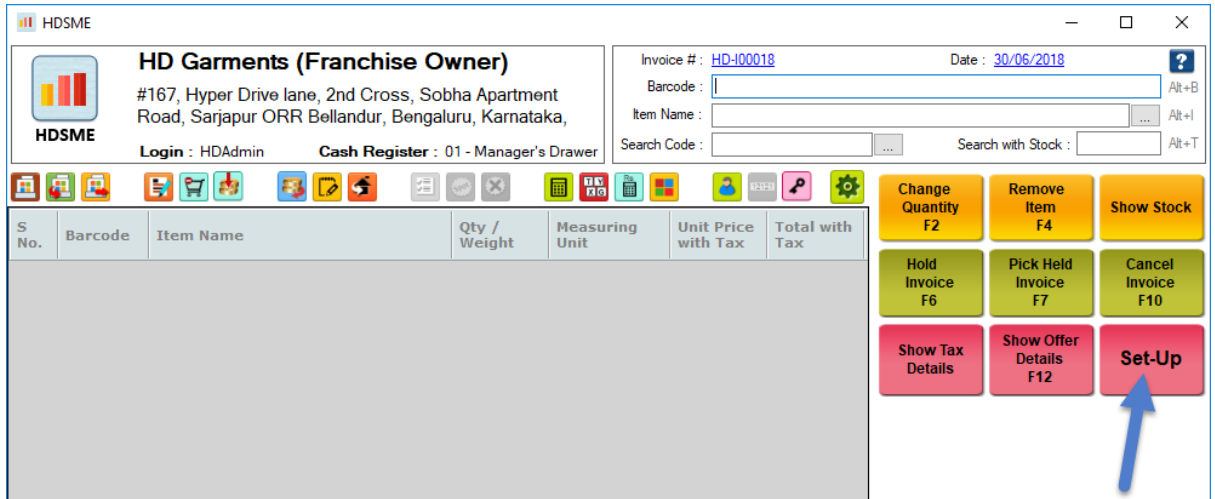


How to make financial account inactive in HDSME?

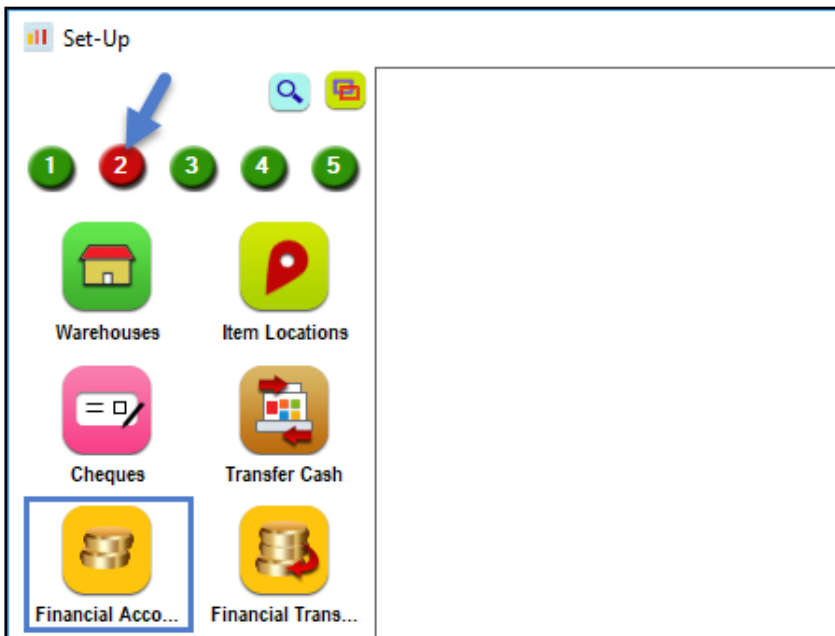
HDSME will allow you to make any of your financial accounts inactive whether it is system generated account or the account which you have created.

Follow the below steps to make financial accounts inactive:

1. Run **HDSME** and click on **Set-Up** button.



2. From the ^{2nd} page of **Set-Up**, click on **Financial Account**.





- From the **Manage Financial Accounts** page, select the account which you want to make inactive and click on **Edit Financial Account**.

Account Name	Search Code	Account Type	Description	Is Aut Gener
5600000052144522 (B-State bank of India) A/c		Balance Sheet	financial account for account number 5600000052144522 at State bank of India	Yes
Advance Booking A/c (HD Garment Franchise)		Balance Sheet	Auto Generated Advance Booking Account	Yes
Advance Booking A/c (HD Garments (Franchise Owner))		Balance Sheet	Auto Generated Advance Booking Account	Yes
Anamika Deshpande[C-C000(A/c		Balance Sheet	Auto generated customer account.	Yes

- From **Edit Financial Account** page, uncheck the checkbox **Is Active**.
- Click on **Update**.

Name : 5600000052144522 (B-State bank of India) A/c

Description : financial account for account number 5600000052144522 at State bank of India

Account Search Code :

Account Type : Balance Sheet Profit and Loss Is Active

Account Group : Bank Accounts

Alternate Account Name : 5600000052144522 (B-State bank of India) A/c

Select Business Location For Opening Balance : ...

Opening Balance : 0.00

Transaction Date : 01/04/2018 12:00 AM

User Field List

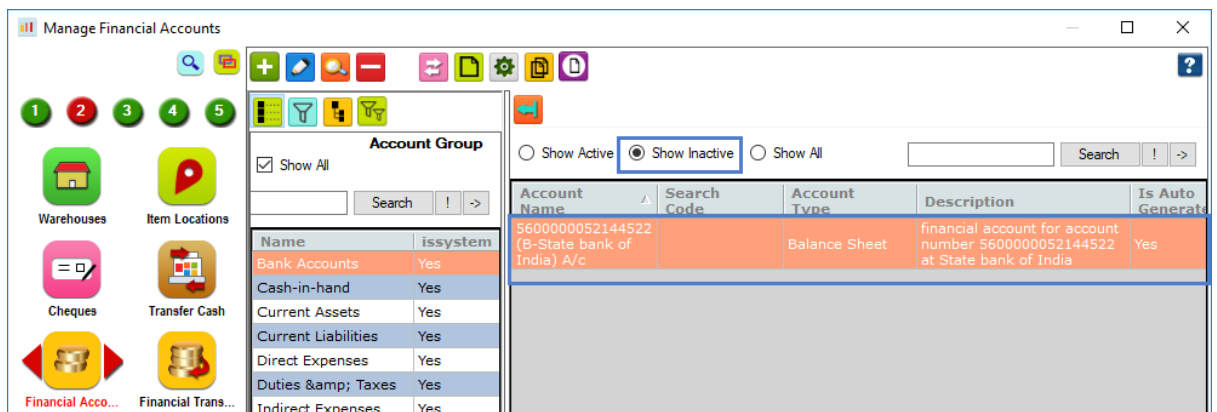
FA Fields

Update Cancel





6. Click on the radio button **Show Inactive** to see all the inactive accounts.



Note:

- Once the Financial account is made Inactive that account will not be displayed in any of the manual transactions (**JV entries**).
- The Inactive Financial account will not be displayed wherever financial account is used as Payment method.
- If you try to use the Inactive financial account in any document transactions, it will throw the below error msg.

