

# Change account number

With this program you are able to change already existing accounts (real accounts, debtors, creditors) to a new number (also accounts with postings).

Example scenarios:

- Restructuring of your accounts
- Consolidation of several accounts to one single account

Special programs => File management => Modification services => Change account number

In the top area you can choose the desired type of accounts (real accounts, debotrs, creditors).

In column "original account" you have to enter the old/existing account, in column "new account" you have to enter the desired (new) target account.

You can also use the search functionalities in column "original account". Additional the program displays the description of the original account and the date of the last posting – if no date is displayed, no postings are on this account.

3	Change account number     Image: Sachkonten       Debitoren     Kreditoren									
		Original Konto	neues Konto	name	1 / 1 zuletzt bebucht					
	٢	20000	20001	John Q. Public, A-1210 Wien						
	0									

With a click on the button "Start" in the bottom area you start the changing process. (original account => new account)



If the account in column "new account" doesn't exist, the system will create it.

If the target account already exists, all postings of the original account will be added to the new account – the existing postings on the target account will stay on it. (= consolidation of accounts) The basic data of the original account will be lost because the original account will be deleted!

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With a click on the right mouse button you can choose several options.

### Retrieve data from basic data

With this option you are able to import all basic data from the corresponding type of accounts from the system to the modification service.

Į	Change account number									
	Sac	hkonten De	ebito	ren Kreditor	en					
		Original Konto		neues Konto			name		1 / 1 zuletzt bebucht	
				Retrieve data	1	►	von Stammdaten	]		
				History			von Excel			
				Account's da	ata Shift+F	2		-		
				acc.form	Shift+F	3				
			_	open items	Shift+F	4	]			

After the import procedure you can enter the desired new account numbers.

2	🕺 Ändern Kontonummer											
1	Sachkonten Debitoren Kreditoren											
		Original neues Konto Konto		Bezeichnung	5 / 259 🖍 zuletzt bebucht							
	۲	0100	0100000	Bauliche Inv.in fremden Geb.	01.01.2006							
	۲	0200	0200000	Maschinen u. masch. Anlagen	03.03.2006							
	۲	0400	0400000	Betriebs-u.Geschäftsausst.	01.01.2013							
	٢	0410	0410000	Investitionsablöse	31.12.2006							
	٢	0500		Fuhrpark	01.01.2006							
	٢	0600		Lizenzen	01.01.2006							
	o 0700 🗸		<b>V</b>	Div. Anlagevermögen	01.01.2006							

You are able to save your data at any time with File => Save (F10) to extend the data or start the process later.

With a click on "Delete selective" 🌁 you can delete the whole entered data.

All actions always refer to the current chosen tabpage!

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## **Retrieve data from Excel**

You are also able to import an existing Excel-scheme.

	Change account number									
Sachkonten Debitoren Kreditoren							1/1			
	Original Konto		neues Konto		name		zuletzt bebucht			
					Retrieve data	•	von Stammdaten			
			History		von Excel					
			Account's data	Shift+F2		_				
			acc.form	Shift+F3						
			open items	Shift+F4						

Choose the desired import file (MS-Excel) with File => Open [CTRL+O] and click "Start".

🧾 Ändern Kontonummer - Import Excel 📃 📼 💌								
Import								
Art	Spalte A (Originalkonto) / Spalte B (neues Konto)	<b>•</b>						
Importdatei	C:\temp\example.xls							
1								
		Start						

Example of type "Column A (original account) / column B (new account)"

	🔊 example [Kompatibilitätsmodu									
	А	В								
1	20001	2990001								
2	20002	2990002								
3	20003	2990003								
4	20004	2990004								
5	20005	2990005								

ļ	🕵 Change account number										
	Sachkonten Deb			bitoren	itoren Kreditore						
		Original Konto		ne Ko	neues Konto						
		20000		299000	0	Jo	hn Q. Public , A-1210 Wien				
		20001		299000	1	Maier Karl, D-1010 Wien	ier Karl, D-1010 Wien				
		20002		299000	2	Te	stsöke , A-				
		20003		299000	3	tes	st , A-				
	<ul> <li>20004</li> <li>20005</li> </ul>		2990004	2990004		zahlungstest , A-					
				299000	2990005		braham , A-				

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## History

All realised changes can be reproduced with our "History" at any time.

Sad	Change account number  Sachkonten Debitoren Kreditoren									
	Original Konto	neues Konto		name	1 / 1 zuletzt bebucht					
		Retrieve data History	•							
		Account's data acc.form open items	Shift+F2 Shift+F3 Shift+F4							

In the top area you can use additional filters.

Ändern Kont	onummer - Histor	ý		
date	use	Origi r kon	nal neue to Konte	s o
		•	Filter	
date	use	Origin kont	nal neues o Konto	
04.03.201	13 SUP	0100	010099	
04.03.201	13 SUP	0200	020099	
04.03.201	13 SUP	0400	040099	
04.03.201	13 SUP	0410	041099	
04.03.201	13 SUP	0500	050099	
04.03.201	I3 SUP	0600	060099	
04.03.201	I3 SUP	0700	070099	
04.03.201	I3 SUP	0714	071499	
04.03.201	I3 SUP	0900	090099	E
04.02.204	12 CUD	4400	440000	

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