



## 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, debtors, 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.

Original Konto	neues Konto	name	zuletzt bebucht
20000	20001	John Q. Public, A-1210 Wien	1 / 1

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.

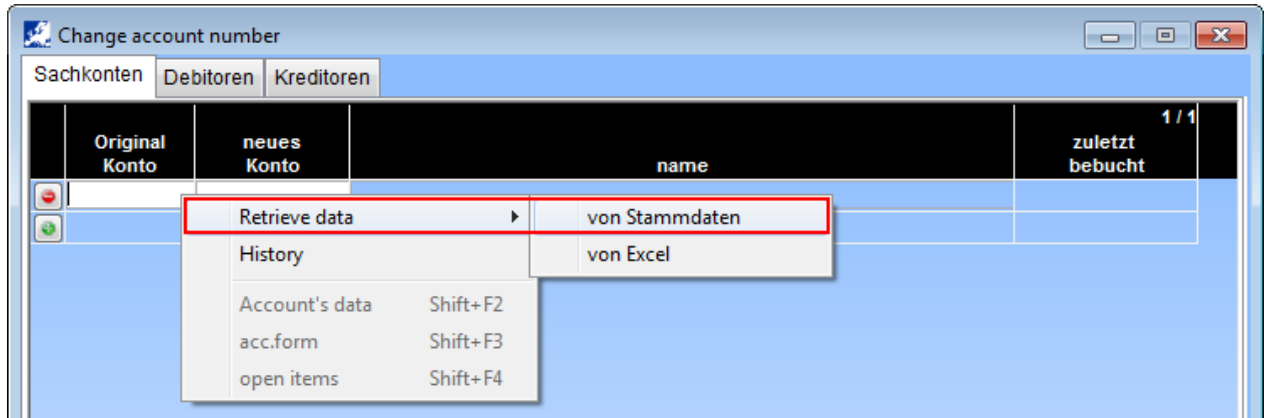
If the target account already exists, all postings of the original account will be added to the new account – the existing postings on the target account will stay on it. (= consolidation of accounts) The basic data of the original account will be lost because the original account will be deleted!



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.



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



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

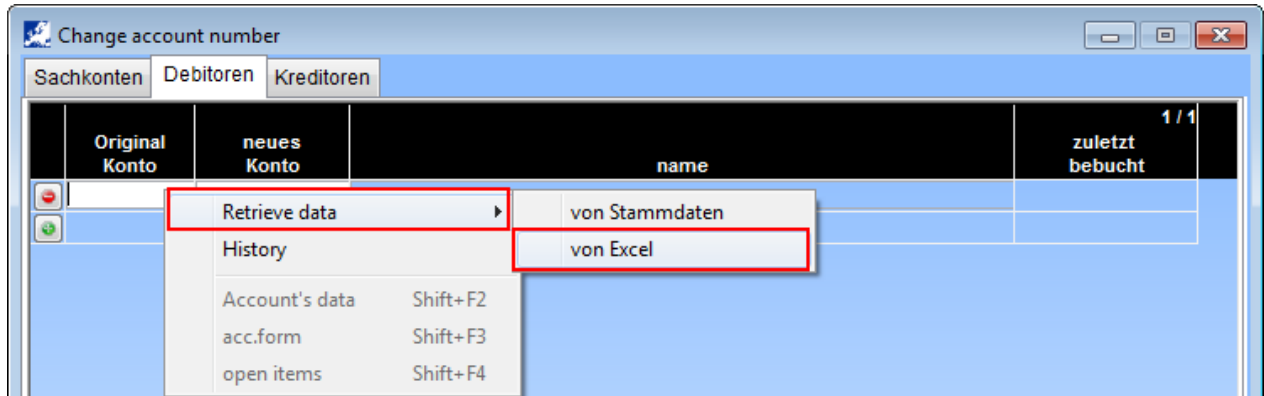
With a click on „Delete selective“  you can delete the whole entered data.

**All actions always refer to the current chosen tabpage!**



## Retrieve data from Excel

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



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



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

Change account number		
Sachkonten Debitoren Kreditoren		
	Original Konto	neues Konto
1	20001	2990001
2	20002	2990002
3	20003	2990003
4	20004	2990004
5	20005	2990005

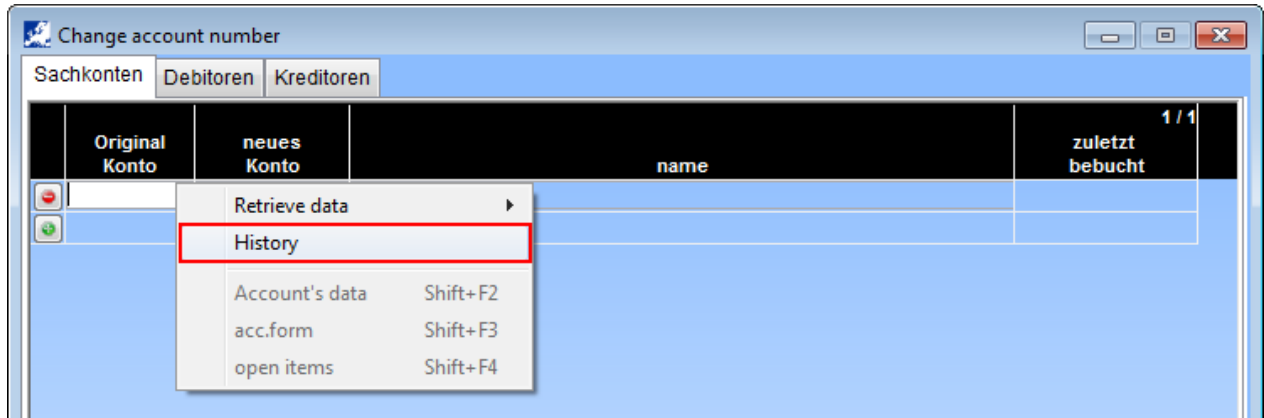
  

Change account number		
Sachkonten Debitoren Kreditoren		
	Original Konto	neues Konto
1	20000	2990000
2	20001	2990001
3	20002	2990002
4	20003	2990003
5	20004	2990004
6	20005	2990005



## History

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



In the top area you can use additional filters.

