

Merging Accounts

Merging accounts enables you to combine all the information and transactions from one account into another.

Important: Merging bank and credit card accounts automatically un-reconciles the reconciled transactions in the Merge From account. You must re-reconcile these transactions in the register of the Merge To account.

You can merge one account into another if they are the same account type and the account you want to merge has no attached subaccounts. You can combine an account with a parent account or with a subaccount. For example, a store owner has a bank account for petty cash and a bank account for cash-on-hand. The owner has decided to keep all the cash in one place. Because the petty cash account does not have any subaccounts, the owner can merge that account into the cash-on-hand account.

Important: You cannot merge summary accounts.

The following accounts cannot be merged:

- Accounts Payable
- Accounts Receivable
- Advances Paid
- Inventory Asset
- Undeposited Funds
- Failed ACH Transactions
- Intercompany Clearing
- Intercompany Payable/Receivable
- Accrued Purchases
- Payroll Liabilities
- Refunds Payable
- Sales Taxes Payable
- Opening Balances
- Cost of Goods Sold
- Uncategorized Income
- Uncategorized Expense
- ALL non-posting registers

Important: When NetSuite released the Intercompany Time and Expenses feature, the first set of accounts created were named Intercompany Payable/Receivable XXX, where XXX denoted the currency ISO code. In 2013.1, NetSuite OneWorld introduced the Intercompany Clearing XXX account. This new account replaced the Intercompany Payable/Receivable Account for new accounts because the existing accounts were being used by the Intercompany Elimination feature. The change applied to only new accounts. Existing accounts were not renamed. In 2014.1, NetSuite OneWorld introduced new intercompany clearing accounts for payable and receivable that are not currency locked. These new clearing accounts are used for intercompany transactions. All existing currency-locked intercompany clearing accounts (the Intercompany Payable/Receivable accounts) are now child accounts of the new clearing account. For more information, see [Enabling Intercompany Time and Expenses](#) and [Intercompany Elimination Overview](#).

To merge accounts:

1. Go to Setup > Accounting > Manage G/L > Chart of Accounts.

Note: Your user role must have both ADMI_ACCOUNTING and LIST_ACCOUNT permissions to access Setup > Accounting > Manage G/L > Chart of Accounts.

2. Click the **Edit** link to the left of the account you want to merge into another account.
3. On the Account page, from the **Actions** list, select **Merge**.

Account

BPC Petty Cash

Save ▼

Cancel

Reset

Actions ▼

DeleteMerge

NUMBER *

BPC

NAME *

Petty Cash

SUBACCOUNT OF

TYPE

Bank

4. On the Merge Accounts page, select the account into which you want to merge this account.

Merge Accounts

SaveCancel

MERGE FROM
Petty Cash

MERGE INTO
Cash on Hand

Only similar account types show in the **Merge Into** list.

5. Click **Save**.
6. At the prompt to confirm the merge, click **OK**.

The chart of accounts displays the combined accounts.

The information and transactions for this account are combined with those of the account into which you merged. In the example above, the transactions for petty cash now appear on reports as cash-on-hand transactions.

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