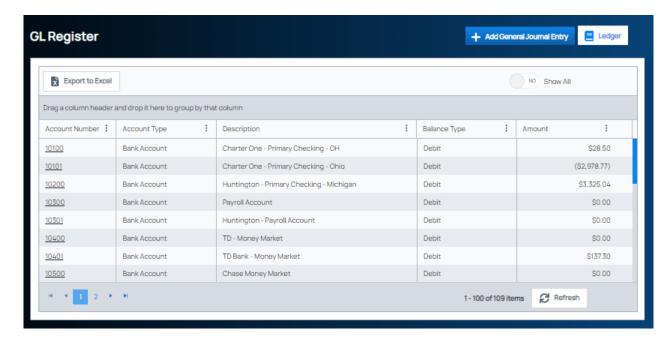
Edit a General Journal Entry

Last Modified on 04/28/2022 8:36 am EDT

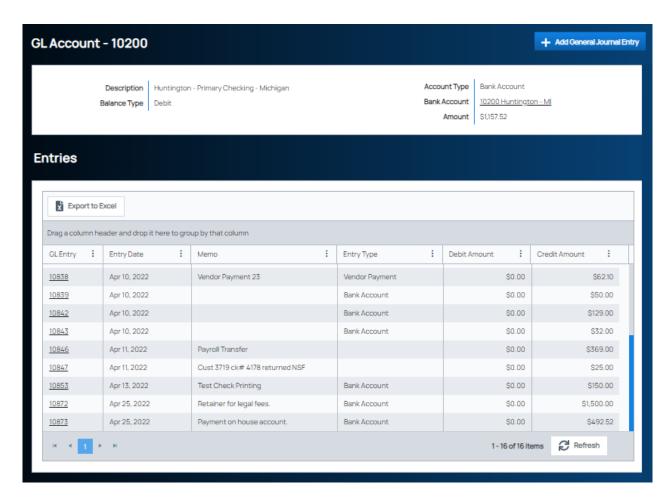
Only General Journal Entries may be edited. Any journal entries created by a user transaction may not be edited.

To edit a General Journal Entry, navigate to GL Register from any of the modules.

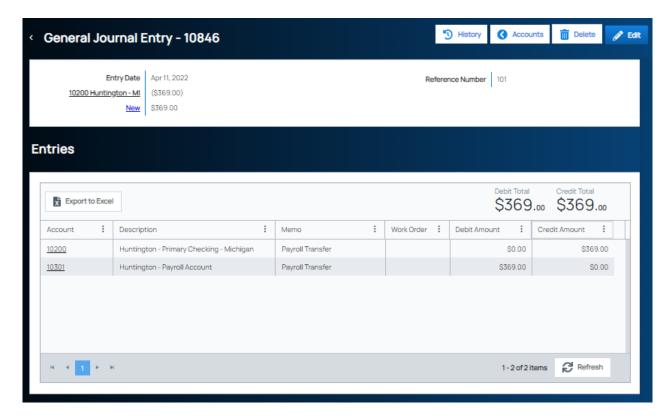
The GL Register will be displayed. In the Account Number column, click on the hyperlink of the account where the general journal entry was posted.



The GL Account page will be displayed for the selected account. In the grid area, locate the general journal entry to edit, and then click on the hyperlink in the GL Entry column.



The General Journal Entry will be displayed. Click on the Edit button at the upper right of the page.



The General Journal Entry will be displayed in edit mode. Users may edit any information previously saved. If one or more of the entry rows need to be edited, click the pencil icon on the entry row. The entry will move up to the Edit Entry area (upper right panel). Make the necessary changes, and then click on the Edit Entries button. When

finished making all edits, click on the Save button at the upper right of the page.

