

# 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 screenshot shows the 'GL Register' interface. At the top right, there are two buttons: '+ Add General Journal Entry' and 'Ledger'. Below these is a search bar with 'NO Show All' and a toggle switch. A message says 'Drag a column header and drop it here to group by that column'. The main table has the following data:

Account Number	Account Type	Description	Balance Type	Amount
<a href="#">10100</a>	Bank Account	Charter One - Primary Checking - OH	Debit	\$28.50
<a href="#">10101</a>	Bank Account	Charter One - Primary Checking - Ohio	Debit	(\$2,978.77)
<a href="#">10200</a>	Bank Account	Huntington - Primary Checking - Michigan	Debit	\$3,325.04
<a href="#">10300</a>	Bank Account	Payroll Account	Debit	\$0.00
<a href="#">10301</a>	Bank Account	Huntington - Payroll Account	Debit	\$0.00
<a href="#">10400</a>	Bank Account	TD - Money Market	Debit	\$0.00
<a href="#">10401</a>	Bank Account	TD Bank - Money Market	Debit	\$137.30
<a href="#">10500</a>	Bank Account	Chase Money Market	Debit	\$0.00

At the bottom, there is a pagination control showing '1' of 2 pages and a 'Refresh' button. The text '1 - 100 of 109 items' is also visible.

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.

## GL Account - 10200

[+ Add General Journal Entry](#)

Description | Huntington - Primary Checking - Michigan  
Balance Type | Debit

Account Type | Bank Account  
Bank Account | [10200 Huntington - MI](#)  
Amount | \$1,157.52

### Entries

[Export to Excel](#)

Drag a column header and drop it here to group by that column

GL Entry	Entry Date	Memo	Entry Type	Debit Amount	Credit Amount
<a href="#">10838</a>	Apr 10, 2022	Vendor Payment 23	Vendor Payment	\$0.00	\$62.10
<a href="#">10839</a>	Apr 10, 2022		Bank Account	\$0.00	\$50.00
<a href="#">10842</a>	Apr 10, 2022		Bank Account	\$0.00	\$129.00
<a href="#">10843</a>	Apr 10, 2022		Bank Account	\$0.00	\$32.00
<a href="#">10846</a>	Apr 11, 2022	Payroll Transfer		\$0.00	\$369.00
<a href="#">10847</a>	Apr 11, 2022	Cust 3719 ck# 4178 returned NSF		\$0.00	\$25.00
<a href="#">10853</a>	Apr 13, 2022	Test Check Printing	Bank Account	\$0.00	\$150.00
<a href="#">10872</a>	Apr 25, 2022	Retainer for legal fees.	Bank Account	\$0.00	\$1,500.00
<a href="#">10873</a>	Apr 25, 2022	Payment on house account.	Bank Account	\$0.00	\$492.52

1 - 16 of 16 items [Refresh](#)

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

## General Journal Entry - 10846

[History](#) [Accounts](#) [Delete](#) [Edit](#)

Entry Date | Apr 11, 2022  
[10200 Huntington - MI](#) | (\$369.00)  
[New](#) | \$369.00

Reference Number | 101

### Entries

[Export to Excel](#)

Debit Total: **\$369.00**      Credit Total: **\$369.00**

Account	Description	Memo	Work Order	Debit Amount	Credit Amount
<a href="#">10200</a>	Huntington - Primary Checking - Michigan	Payroll Transfer		\$0.00	\$369.00
<a href="#">10301</a>	Huntington - Payroll Account	Payroll Transfer		\$369.00	\$0.00

1 - 2 of 2 items [Refresh](#)

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.

### General Journal Entry

Save Cancel

Entry Date: 04/11/2022

Reference Number: 101

Memo: Payroll Transfer

Debit Total: **\$369.00**      Credit Total: **\$0.00**      Balance: **-\$369.00**

#### Edit Entry

Account: 10200-Huntington - Primary Checking - Michigan

Debit Amount: 0.00

Credit Amount: 369.00

Memo: Payroll Transfer

Work Order: Please Select

Branch: Michigan

Category: Please Select

Edit Entries

### Entries

Drag a column header and drop it here to group by that column

Account#	Debit Amount	Credit Amount	Memo	Actions
10200	\$0.00	\$369.00	Payroll Transfer	
10301	\$369.00	\$0.00	Payroll Transfer	

1 - 2 of 2 items Refresh