

Edit a General Journal Entry

Last Modified on 05/13/2026 8:22 pm 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 the header, there is an 'Export to Excel' button and a 'Show All' 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
10100	Bank Account	Charter One - Primary Checking - OH	Debit	\$28.50
10101	Bank Account	Charter One - Primary Checking - Ohio	Debit	(\$2,978.77)
10200	Bank Account	Huntington - Primary Checking - Michigan	Debit	\$3,325.04
10300	Bank Account	Payroll Account	Debit	\$0.00
10301	Bank Account	Huntington - Payroll Account	Debit	\$0.00
10400	Bank Account	TD - Money Market	Debit	\$0.00
10401	Bank Account	TD Bank - Money Market	Debit	\$137.30
10500	Bank Account	Chase Money Market	Debit	\$0.00

At the bottom of the table, there is a pagination control showing '1' of 2 items 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	Account Type	Bank Account
Balance Type	Debit	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
10838	Apr 10, 2022	Vendor Payment 23	Vendor Payment	\$0.00	\$62.10
10839	Apr 10, 2022		Bank Account	\$0.00	\$50.00
10842	Apr 10, 2022		Bank Account	\$0.00	\$129.00
10843	Apr 10, 2022		Bank Account	\$0.00	\$32.00
10846	Apr 11, 2022	Payroll Transfer		\$0.00	\$369.00
10847	Apr 11, 2022	Cust 3719 ck# 4178 returned NSF		\$0.00	\$25.00
10853	Apr 13, 2022	Test Check Printing	Bank Account	\$0.00	\$150.00
10872	Apr 25, 2022	Retainer for legal fees.	Bank Account	\$0.00	\$1,500.00
10873	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	Reference Number	101
10200 Huntington - MI	(\$369.00)		
New	\$369.00		

Entries

Export to Excel

	Debit Total	Credit Total
	\$369.00	\$369.00

Account	Description	Memo	Work Order	Debit Amount	Credit Amount
10200	Huntington - Primary Checking - Michigan	Payroll Transfer		\$0.00	\$369.00
10301	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	Credit Total	Balance
\$369.00	\$0.00	-\$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 > ⏩
1 - 2 of 2 Items
🔄 Refresh