

# How to Edit a Built Record

If the Admin needs to change and rebuild a previously built record, they can click the **Edit Build** button to do rebuilt the record. Once a Custom Field is built, some of the fields will be locked and cannot be edited.

Here are the steps to Edit and Rebuild a built record:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Custom fields**.
3. From **Search Custom Field** screen, select an existing record.
4. Change editable fields on the header (**Tab Name, Layout, Description**)

Custom Fields - General Journal

New Save Search Delete Undo Edit Build Close

Details

Screen Name: General Journal Module: General Ledger Tab Name: Custom Layout: 2 Column

Description: Custom Fields for GJ Edit

5. Change editable fields on the grid (**Field Name**, increase **Field Size**, change Text box **Control Type**, **Location**)

Fields Preview Audit Log (2)

X Remove Edit List Up Down Layout Filter Records (F3)

Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	55	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	3	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1

**i** Cannot change a Control Type for an existing field except for **Text box**, **Text area**, **Combo box**

6. Add new field

Fields Preview Audit Log (2)

X Remove Edit List Up Down Layout Filter Records (F3)

Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	55	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	3	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1
Test 6	Text	60	Text Box	Column 1

7. Click **Edit Build** toolbar button to save the changes and apply to modules

Custom Fields - General Journal

New Save Search Delete Undo Edit Build Close

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Custom Fields

New Save Search Delete Undo Edit Build Close

Screen Name: Edit Account Module: General Ledger Tab Name: Custom Layout: 2 Column

Description: Edit Account

5. Change editable fields on the grid (**Field Name**, increase **Field Size**, change Text box **Control Type**, **Location**)

Fields Preview Audit Log

Remove Edit List Up Down Layout Filter Records (F3)

Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	50	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	2	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1

**i** Cannot change a Control Type for an existing field except for **Text box**, **Text area**, **Combo box**

## 6. Add new field

Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	50	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	2	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1
Test 6	Text	50	Combo Box	Column 1

## 7. Click **Edit Build** toolbar button to save the changes and apply to modules

Custom Fields

New Save Search Delete Undo **Edit Build** Close

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- From **Search Custom Field** screen, select an existing record.
- Change editable fields on the header (**Tab Name, Layout, Description**)

Custom Fields

New Save Search Delete Undo Edit Build Close

Screen Name: Edit Account Module: General Ledger Tab Name: Custom Layout: 2 Column

Description: Edit Account

- Change editable fields on the grid (**Field Name, increase Field Size, change Text box Control Type, Location**)

Field Name	Field Type	Field Size	Control Type	Location
1	Text	56	Text Box	Column 1
2	Integer		Numeric	Column 1
3	Decimal	3	Numeric	Column 1
4	Date		Date	Column 1
5	Bit		Checkbox	Column 1
6	Text	50	Combo Box	Column 1
7	Text	50	Text Area	Column 1

**i** Cannot change a Control Type for an existing field except for **Text box, Text area, Combo box**

- Add new field

Field Name	Field Type	Field Size	Control Type	Location
1	Text	56	Text Box	Column 1
2	Integer		Numeric	Column 1
3	Decimal	3	Numeric	Column 1
4	Date		Date	Column 1
5	Bit		Checkbox	Column 1
6	Text	50	Combo Box	Column 1
7	Text	50	Text Area	Column 1
8 (new)	Integer		Numeric	Column 1

- Click **Edit Build** toolbar button to save the changes and apply to modules

Custom Fields

New Save Search Delete Undo **Edit Build** Close

Here are the steps to Edit and Rebuild a built record:

- Log in as **Admin user**
- On user's menu panel, go to **System Manager** folder then double click **Custom fields**.
- From **Search Custom Field** screen, select an existing record.

4. Change editable fields on the header (**Tab Name, Layout, Description**)

Custom Fields

New Save Search Delete Undo Edit Build Close

Screen Name: Customer Module: Accounts Receivable Tab Name: Custom Layout: 2 Column

Description: Test Custom Field

5. Change editable fields on the grid (**Field Name, increase Field Size, change Text box Control Type, Location**)

Field Name	Field Type	Field Size	Control Type	Location
Field 1	Text	50	Combo Box	Column 1
Field 2	Decimal	2	Numeric	Column 1
Field 3	Integer	3	Numeric	Column 1
Field 4	Text	50	Text Box	Column 1

**i** Cannot change a Control Type for an existing field except for Text box, Text area, Combo box

6. Add new field

Field Name	Field Type	Field Size	Control Type	Location
Field 1	Text	50	Combo Box	Column 1
Field 2	Decimal	2	Numeric	Column 1
Field 3	Integer	3	Numeric	Column 1
Field 4	Text	50	Text Box	Column 1
Field 5 (new)	Bit		Checkbox	Column 1

7. Click **Edit Build** toolbar button to save the changes and apply to module

Custom Fields

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Description: Test Custom Field

5. Change editable fields on the grid (**Field Name, increase Field Size, change Text box Control Type, Location**)

Field Name	Field Type	Field Size	Control Type	Location
Field 1	Text	50	Combo Box	Column 1
Field 2	Integer		Numeric	Column 1
Field 3	Date		Date	Column 1
Field 4	Text	50	Text Box	Column 1

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Field 1	Text	50	Combo Box	Column 1
Field 2	Integer		Numeric	Column 1
Field 3	Date		Date	Column 1
Field 4	Text	50	Text Box	Column 1
Field 5 (new)	Bit		Checkbox	Column 1

7. Click **Edit Build** toolbar button to save the changes and apply to module

