

How To Add/Delete Line Items

Adding Line Items

Here are the steps on how to add line items on the grid:

1. Click mouse on the empty row of the field. Combo box button for the Account Id field will be displayed.

The screenshot shows the 'General Journal - GJ-123' window. The 'Details' tab is active, showing fields for Post Date (01/19/2016), Currency (USD), Reverse Date, and Record No (GJ-123). Below these is a 'Description' field. A grid is visible with columns: Account ID, Account Description, Transaction Description, Doc Date, Debit, Credit, and E. The first row is highlighted in blue, and a dropdown arrow is visible in the 'Account ID' column of the first row.

2. Add **Account ID** on the grid by clicking the combo box button and select account ID from the combo box list.

The screenshot shows the 'General Journal - GJ-123' window with the same fields as before. The grid now has one line item: '12000-10' in the 'Account ID' column and 'MERCHANDISE INVENTORY' in the 'Account Description' column. The '12000-10' is highlighted in blue.

Deleting Line Items

Here are the steps on how to delete line items on the grid:

1. Select the line item you want to delete by checking its corresponding check box.
2. Click **Remove** action button.

The screenshot shows the 'General Journal - GJ-123' window. The 'Details' tab is active. The grid has the same line item as before. A yellow box highlights the 'Remove' button (labeled 'X Remove') in the top left corner of the grid. A mouse cursor is pointing at the 'Remove' button.

3. A warning message will prompt "You are about to delete 1 row. Are you sure you want to continue?". Click **Yes** to continue.
4. The Account transaction in the current General Journal transaction will be deleted from the list.