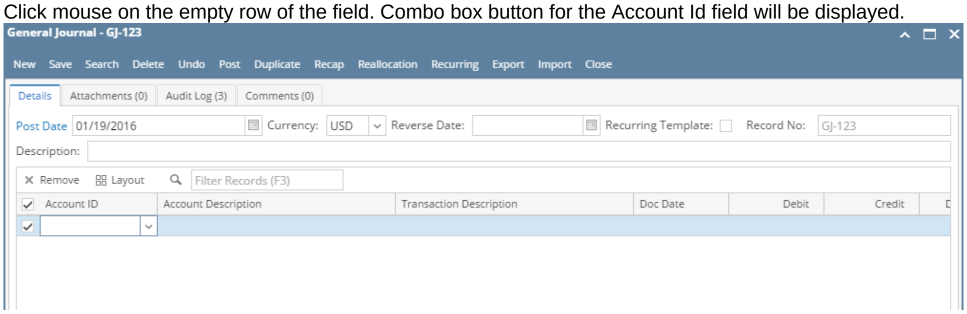
How To Add/Delete Line Items

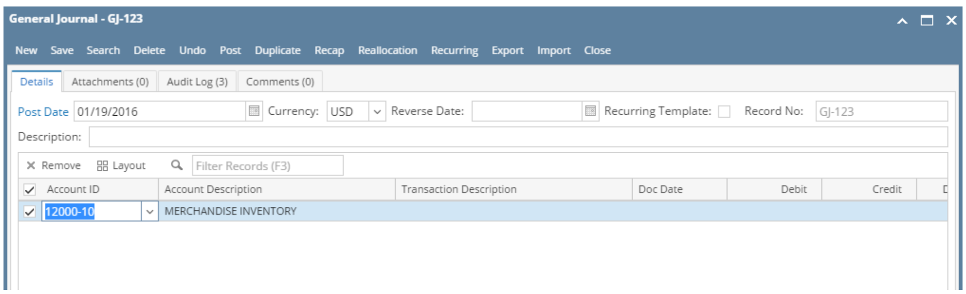
Adding Line Items

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.



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

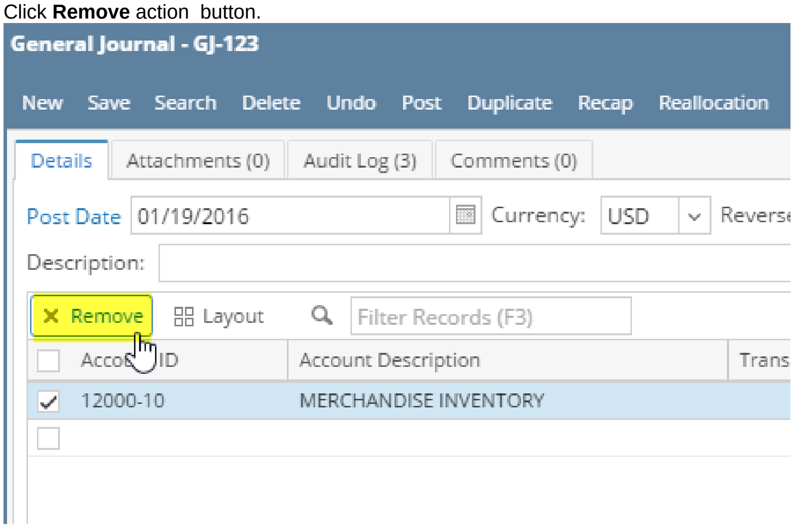


Deleting Line Items

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.



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.