

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. The 'Details' tab is active. The grid now has one line item: '12000-10' in the 'Account ID' column and 'MERCHANDISE INVENTORY' in the 'Account Description' column. The 'Transaction Description' column is empty.

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 one line item: '12000-10' in the 'Account ID' column and 'MERCHANDISE INVENTORY' in the 'Account Description' column. A yellow box highlights the 'Remove' button (labeled 'X Remove') in the top left corner of the grid area. 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.