Edit Batch

Path: Tools > Edit Batch

To browse a batch in the system, there are two options:

- If you know the batch# to browse, you may go to Tools > Browse Batch.
- Another way to browse any batch in the system is from a transaction browse screen, such as Account Transactions, Vendor Transactions, etc. Right-click on the row and select Browse Batch.

The entire batch will be displayed--both debit and credit entries. Therefore, the batch should always total zero.

Edit: This allows you to change the accounting period, which is extremely helpful if an entire batch has been posted to the wrong month. Enter the correct accounting period (mm/yyyy) or select the month/year from the dropdown. A high-level user menu permission is required for this type of entry. The assigned Source may also be changed on a journal entry batch.

Delete: A high-level user menu permission allows an administrator to delete a batch. Click here for more information.

Attachments: If any attachments exist for a selected transaction, the Attachments box will be highlighted. Click to view the attachment