

Rapid Edit

Overview:

The "**Rapid Edit**" feature allows full window editing as well as the ability to insert transactions within a batch of un-posted journal entries.

What To Do:

- 1) From the '**General Ledger**', select '**Transactions**', then "**Rapid Edit**".
- 2) A window appears with the first field asking if account name or transaction descriptions are to be displayed while performing "**Rapid Edit**". Enter: '**N**' for the account name or '**D**' for transaction description.
Within the same window, the second field asks if amounts, units or both should be displayed. If one type is chosen, the other cannot be changed in "**Rapid Edit**". Enter '**A**' for amounts, '**U**' for units or '**B**' for both.
Press <**F2**>.
- 3) The batch header screen appears. Enter the '**Batch ID**' of the batch to be edited. Press <**F2**>.
- 4) The '**Rapid Journal Edit Entry**' screen appears. Press: <**TAB**> or use the arrow keys to move to the transactions to be edited.
- 5) If entries are to be inserted, go into "Insert" mode <**Ctrl-G**>. The transaction to be inserted is assigned the next available transaction number in the batch. Enter the additional transaction and press: Press <**F2**>. After pressing <**F2**>, the user is back to the '**Rapid Journal Edit Entry**' screen. If more transactions are to be inserted, press: [**INSERT**] and enter the information for each transaction being sure to press: Press <**F2**> after every new entry. The *Batch Totals* screen at the bottom is updated every time <**F2**> is pressed.
- 6) After the last transaction is inserted or edited, press <**ESC**>. A message appears asking if changes to the batch are to be saved. Yes or No can be entered here. After entering Yes or No, press <**F2**>.

- 7) The user is now back to a batch header screen. Enter the '**Batch ID**' to recall the batch. This screen must be updated to reflect the changes that have been made to the batch. Be sure the changes in the batch header screen agree with what is in the batch. The two must agree in order for the batch to post. Press <F2> after updating the batch header screen to see the totals. If the *Remain* row at the bottom of the *Batch Totals* screen contains zeros in every column, the two are in accord and the batch may be posted.