

Working with journals

Redirection Notice


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Adding journals

In [module 3](#) we talked about adding journals to bring in current-year movements. But you can also add journals to make adjustments.

When do I need to adjust balances?

If you attach workpapers to an account to calculate and substantiate the account balances, and the balances are different to the client's balances, add adjustment journals to correct the client's balances. The final adjusted profit/loss from the adjustment journal is displayed as the last entry in the **Prepare Trial Balance (Workpapers)** table.

 **To add an adjustment journal**

Editing journals

You can edit the journal date, notes and amounts before or after you post the journal .

To edit journals created in Essentials and AccountRight Live online ledgers, you'll need permissions. To edit journals created in **Trial Balance (Workpapers)**, the journal has to be in the latest active open workpaper period.

 **To edit a journal**

Deleting journals

 **To delete journals**

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Substantiating balances



Tasks in this module

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[Editing and deleting journals](#)