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Edit Batch

Daily > Browse Batch

There are **two options** to browse batches:

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

The entire batch, including debit and credit entries, will be displayed. 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 in a journal entry batch.

Delete: An administrator can delete a batch with permission from a high-level user menu. Click here for more information.

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