

# QuickBooks – Modifying Entries

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For most things, you should create a new adjusting entry to make any changes as that preserves the accounting record. However, for editing or removing at the time of entry, here is the procedure.

**Editing an Entry:** Simply click on the entry you wish to change, edit the pertinent information, and hit Enter. QuickBooks will ask you if you are sure you want to make a change, and if the original entry is older than 90 days, a further warning will appear. We recommend a new adjusting entry for anything that old.

**Deleting an Entry:** This should only be done only when necessary, such as when two people make the same entry. To remove an entry, right click on the line and select the (rather frightening) option to ‘Delete General Journal’:

