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# Editing a Journal

After you've completed your Journal Entry lines, you need to Edit the journal.

The Edit process identifies incorrect ChartField combinations and other errors, including the following:

- Is each line's Fund/Account combination valid? (For example, you cannot pay for an official function with alcohol with a Fund 10 SpeedType.)
- Are you using a Cash control account (000100)?
- Are you entering a Budget-Only Account (Budget Pool Account, such as 480000 - Office Admin General Budget) on an Actual Journal Entry?
- Is your Actual Journal Entry in balance (total debits equal total credits)?

To run the Edit process, select Edit Journal from the process dropdown menu, and then click the Process button.

**Source URL:**https://www.cu.edu/controller/editing-journal