

## Edit a Transaction

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If a transaction in the system is incorrect, it can easily be corrected by editing the original transaction. This document provides three options for editing any type of existing transactions.

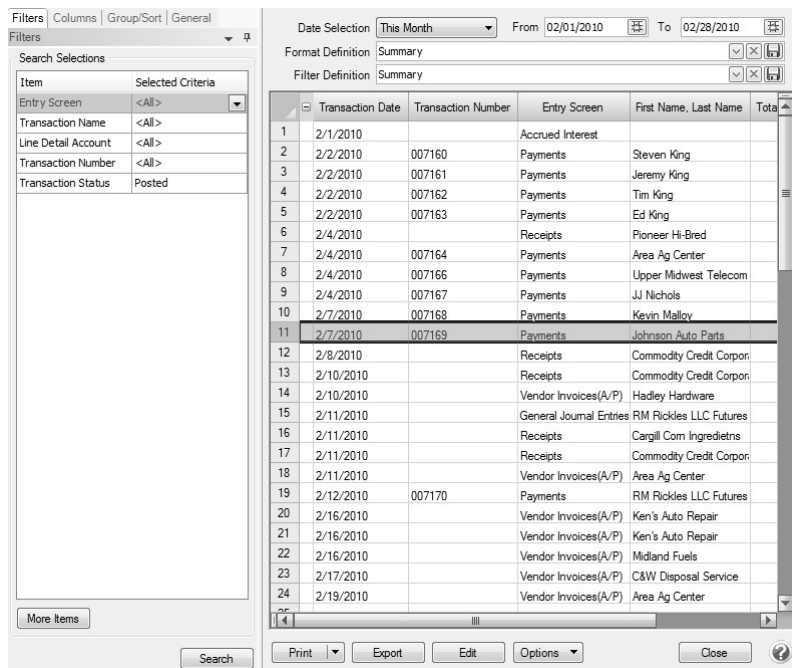
[Option A: Edit a Transaction using Transaction Search](#)

[Option B: Void an Open Invoice Using Transaction Search](#)

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### Option A - Edit a Transaction using Transaction Search:

1. Select **Reporting Tools > Transaction Search**.
2. Using the **Date Selection** or **From/To** fields, select the date of the transaction to be corrected. The **Format & Filter Definitions** would normally be **Summary**.
3. Click on **Search**. All transactions with that date will be displayed.
4. If there are many transactions listed, you can further define what to display in the screen by clicking on the **Filter** tab on the left side of the screen. The Filter tab allows you to select additional criteria, such as the Transaction Name (Customer, Vendor, etc.), Entry Screen (Payments, Receipts, etc.) or Account. After entering the additional criteria, click **Search** to update the Transaction Search screen



The screenshot displays the Transaction Search window. On the left, the 'Filters' tab is active, showing search criteria: Entry Screen (<All>), Transaction Name (<All>), Line Detail Account (<All>), Transaction Number (<All>), and Transaction Status (Posted). The main area shows a table of transactions with columns: Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, and Total. Transaction 11 is selected, showing a date of 2/7/2010, transaction number 007169, entry screen 'Payments', and first name 'Johnson Auto Parts'. At the bottom, there are buttons for Search, Print, Export, Edit, Options, and Close.

5. Double-click on the **transaction** to be edited and the original transaction screen will be displayed.
6. Make any needed corrections and click **Save**.

## Option B - Void an Open Invoice Using Transaction Search

1. Select **Reporting Tools > Transaction Search**.
2. Using the **Date Selection** or **From/To** fields, select the date of the transaction to be corrected. The **Format & Filter Definitions** would normally be **Summary**.
3. Click on **Search**. All transactions with that date will be displayed.
4. If there are many transactions listed, you can further define what to display in the screen by clicking on the **Filter** tab on the left side of the screen. The Filter tab allows you to select additional criteria, such as the Transaction Name (Vendor), Entry Screen, or Account. After entering the additional criteria, click **Search** to update the Transaction Search screen.

The screenshot displays the 'Transaction Search' window with the following details:

- Date Selection:** All, From: 12/01/2010, To: 12/31/2014
- Format Definition:** Summary
- Filter Definition:** Summary
- Search Results Table:**

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Jou
12/21/2011		Vendor Invoices(A/P)	Cingular Wirelsss	
- Transaction Details (Vendor Invoice (A/P)):**
  - Company: CenterPoint Farms
  - Vendor: Cingular Wirelsss
  - Vendor Address: Business Address, P.O. Box 9837, Rye, NY 10590
  - AP Account: Platinum Plus R
  - On Hold:
  - Account: Invoice / R
  - Phone- Mobile:
  - Current Batch: Quick Transaction
  - Credit Card Balance: \$5,062.01
  - Reference #:
  - Date: 12/21/2011
  - Total: \$287.66
  - Original Invoice Date: 12/21/2011
  - Void Invoice Date:
  - Notation:
  - Available Terms Discount: \$0.00  Override
- Buttons:** Save, Delete, Void, Recurring, Close


5. Double-click on the **Vendor Invoice (A/P) transaction** to be voided and the original transaction screen will be displayed.
6. Click **Void**.

 Note: The Void button is active only if there are no payments applied to the invoice.

7. Enter the **Void Invoice Date**.
8. Click **OK**.

## Option C - Edit a Transaction using Report Drill-Downs:

1. Preview any report that will include the transaction. For example, if a receipt needed to be corrected, you could select a Customer Ledger, Receipts Journal, etc.
2. Choose **Report Selections** that will include the transaction and click **Preview**.
3. Click on the **transaction** to be corrected and the system will display the original transaction screen.

 Note: The interactive view option allows you to drill-down to original transactions from reports. If you click on the transaction and it does not automatically display, then you are not using the Interactive view. From the report preview screen, simply click on the **View** drop-down box and choose **Interactive**. Then, click on the transaction in the report again to display the original transaction.

Payments

Company: Alpine Sports      Current Batch: No Batch

Bank Account: Cash in Bank - Checking      Current Balance: \$2,090,020.79

Pay To The Order Of: Pro Cast Supplies      Sequence: Payments

Pay To The Order Of Address: Business Address      Check Number: 000011

194 Fisherman Way      Date: 02/04/2010

Suite 512      Amount: \$5.00

Red Wing, MN 55066

Memo Line 1:      Line 2:     

Apply To Open Invoices: \$4,378.00

Account	Invoice / Ref #	Amount	
SDI Expense		\$ 5.00	Detail
			Detail

Print this check?      Total: \$5.00      Adjust Amount

Save   Clear   Recall   Recurring   Options      Close

4. Make any needed corrections and click **Save**.