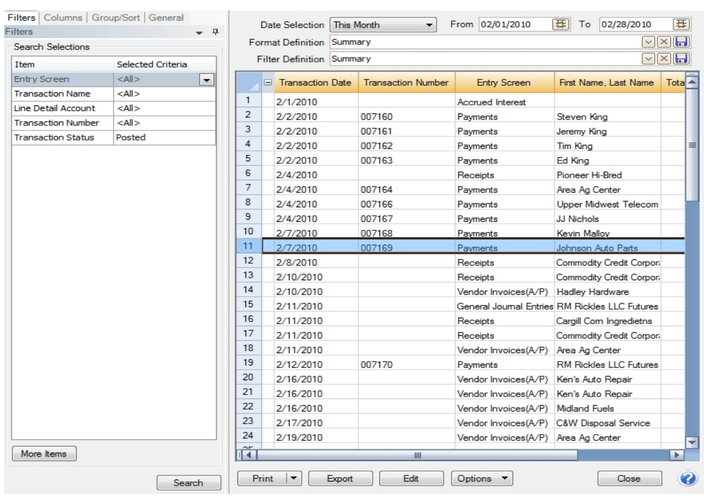
Edit a Transaction

Document #:	3063	Product:	CenterPoint®

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:

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

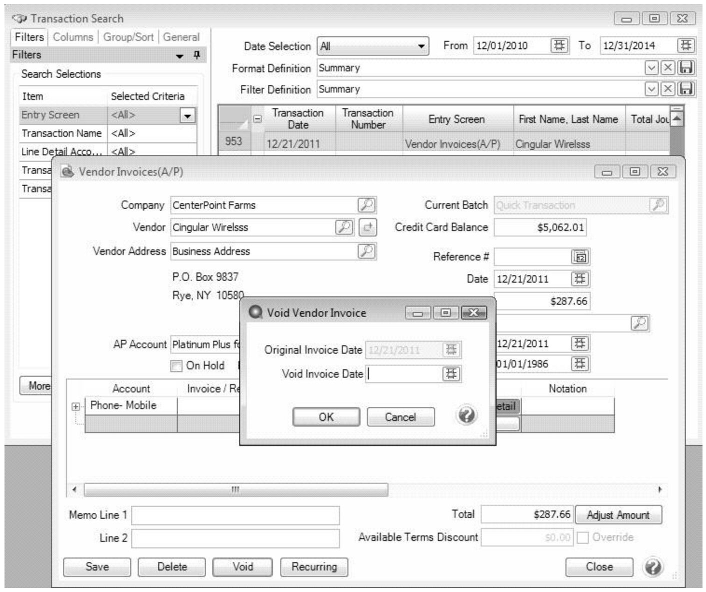


5. Double-click on the **transaction** to be edited and the original transaction screen will be displayed.
6. Make any needed corrections and click **Save**.

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.



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

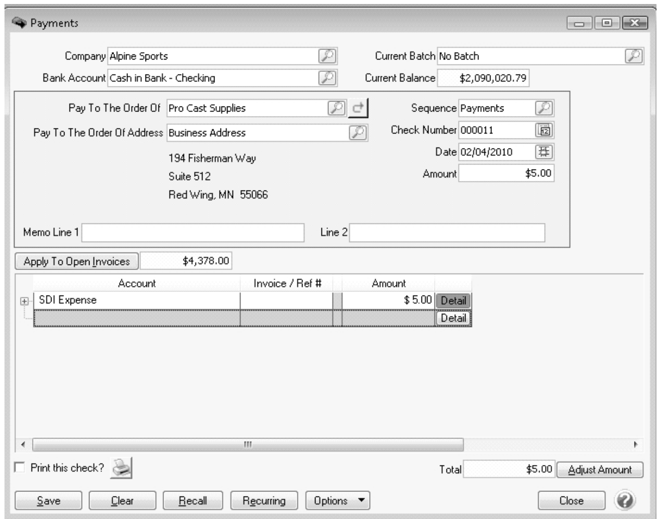
Note: The Void button is active only if there are no payments applied to the invoice.

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.



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