

Edit a Transaction

Document #:	3063	Product:	CenterPoint [®]			
If a transaction in t three options for e	he systen diting any	n is incorrect, i type of existir	t can easily be corrected by editing the original transaction. This document provides ng transactions.			
Option A: Edit a Transaction using Transaction Search						
Option B: Void an Open Invoice Using Transaction Search						
Option C: E	dit a Tran	saction using	Report Drill Downs			

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.

Iters Columns 1 tere	Group/Sort General	Di	ate Selection	All From 12/01/2010 To 12/31/2014				
Search Selections		Form	hat Definition	Summary 🖂 Summary 🖂				
		Fil	ter Definition					
Entry Screen	<all></all>		Transactio	n Transaction	E. 0	5 . N		
ransaction Name	<all></all>	- 1	Date	Number	Entry Screen	First Name, Last Name	Total Jou	
ine Detail Acco	<all></all>	953	12/21/201	1	Vendor Invoices(A/P)	Cingular Wirelsss		
ransa 🧟 Vend	or Invoices(Δ/P)						E 23	
ransa	01 011010000 011 /							
	Company Center	Point Farms	1	\mathbb{P}	Current Batch		P	
	Vendor Cingula	r Wirelsss		Pd 0	Credit Card Balance	\$5,062.01		
Ve	undor Address Busine	e Addraee			10000	(mmm)		
		10 7100 200		1	Reference #	E		
	P.O. B	ox 9837			Date 12	2/21/2011 [] [][[]][[]][[]][[]][[]][[]][[]][[]]		
	Rye, N	Y 10580	• · · · · · ·			\$287.66		
		e	Void Vend	for Invoice			P	
	AP Account Platinu	m Plus fo	0.2011		12	2/21/2011 晋		
		Hold	Original In	voice Date 12/21/	2011 (二)	/01/1986 田		
More		i in	Void In	voice Date	臣			
	Account Invi	DICE / Re				Notation		
+ PR	one- Mobile			OK Ca	ncel 🕜 🛤	811		
				OK Ca	ncel			
		m					,	
Memo L	ine 1				Total	\$287.66 Adjust A	mount	
1	ine 2			Available	e Terms Discount	s0.00 Overri	ide	
	L							

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

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	ny Alpine Sports			P	Current Batch No	P	
Bank Account Cash in Bank - Checking				P	Current Balance	irrent Balance \$2,090,020.79	
Pay To 1	The Order Of	Pro Cast Supplie	s	P	⇒ Sequenc	e Payments	P
Pay To The Orde	er Of Address	Business Addres	55		Check Numb	er 000011	2
		194 Fisherman \	√ay		Da	e 02/04/2010	
		Suite 512			Amou	nt \$5.1	00
		Red Wing, MN	55066				
Memo Line 1				Line 2			1
Apply To Open Inv	oices	\$4,378.00					
	Account		Invoice / R	ef #	Amount		
B SDI Expense					\$ 5.00 D	etail	
····					D	etail	
•			III				۲
Print this check?)				To	tal \$5.	00 Adjust Amount
<u>S</u> ave	<u>C</u> lear	<u>B</u> ecall	Recurring	Options	•	[Close 🕜

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