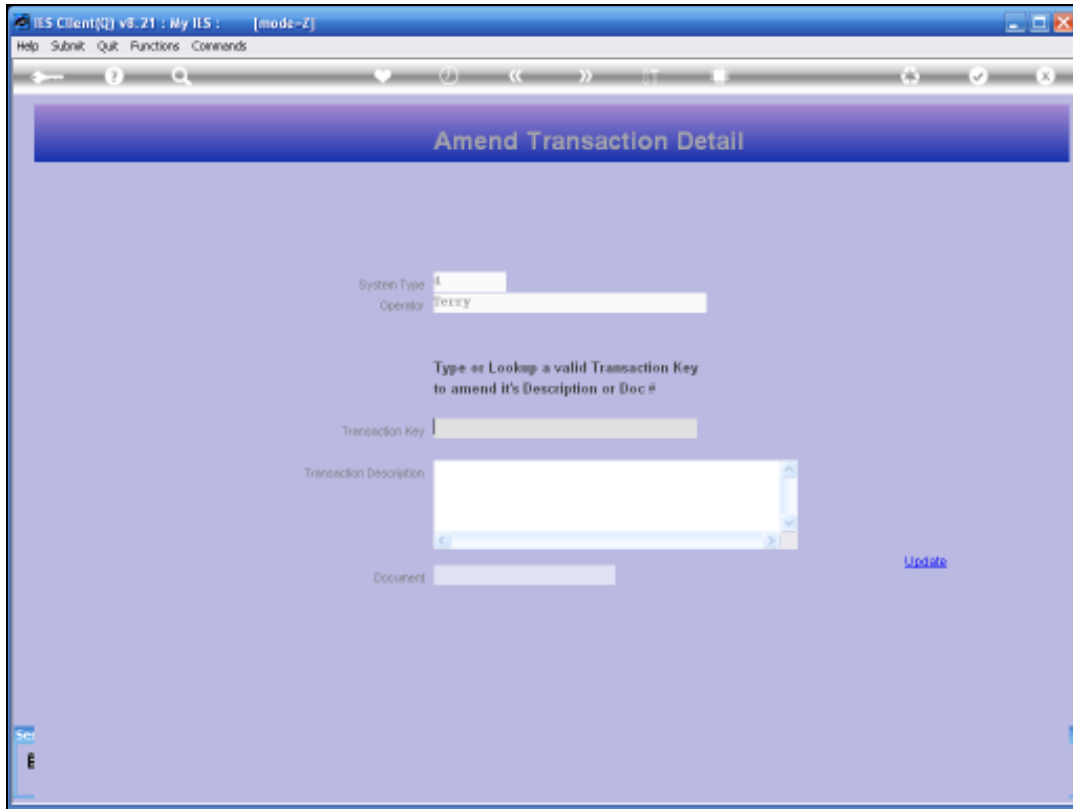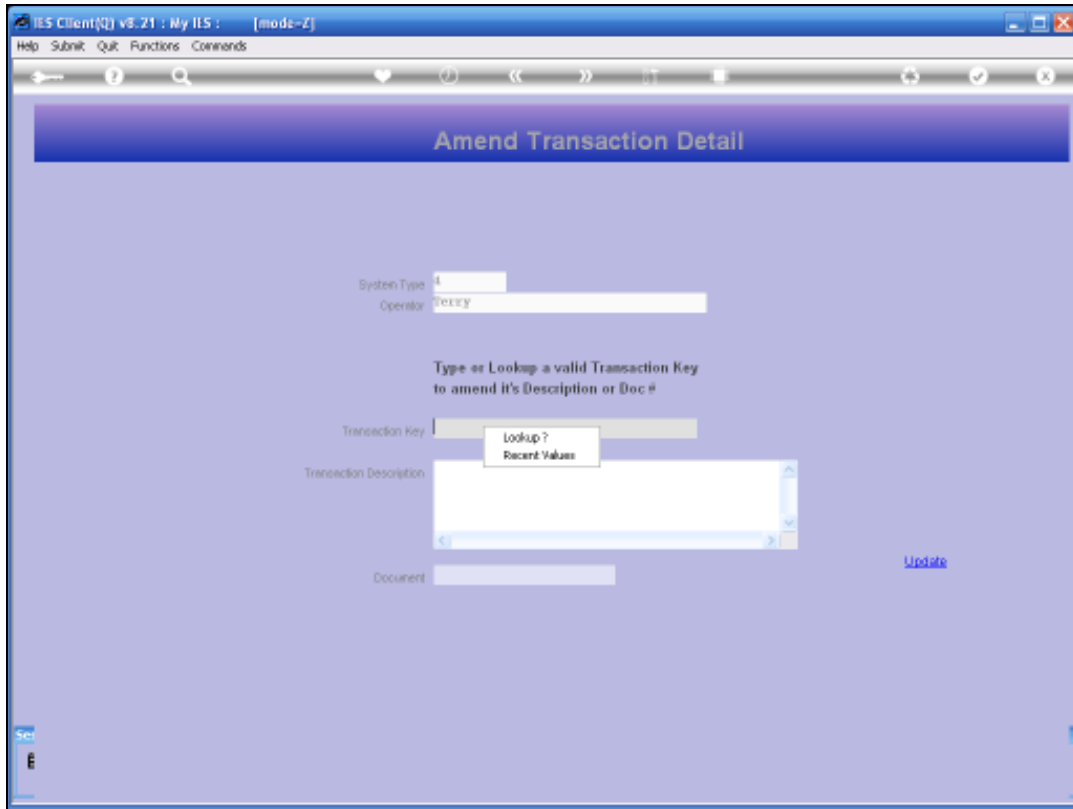Slide 1

Slide notes: We will now have a look at how we can Edit some aspects of a Transaction or Journal that has already been posted.
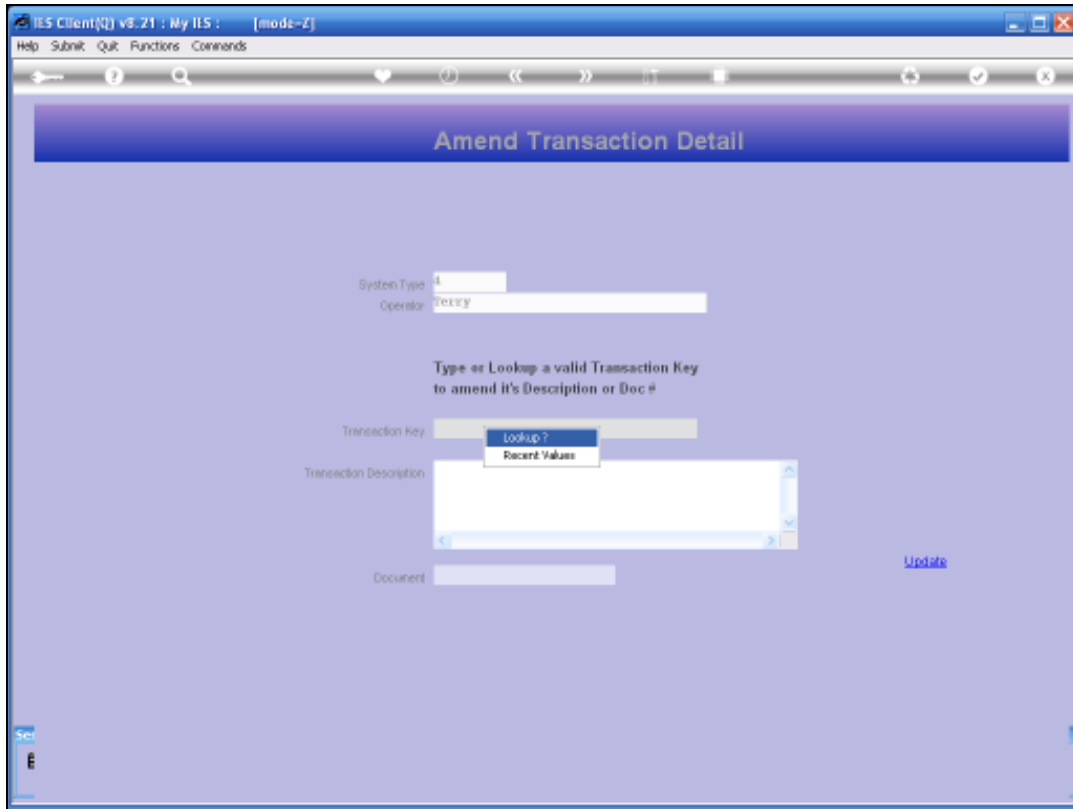
Slide 2

Slide notes: The Transaction Key is available from Audit Trails and Transaction drills. It can be typed, but it is easier to stack the Key or Keys to use while performing and Account drill, and then just use the lookup here to retrieve the Transaction Key.
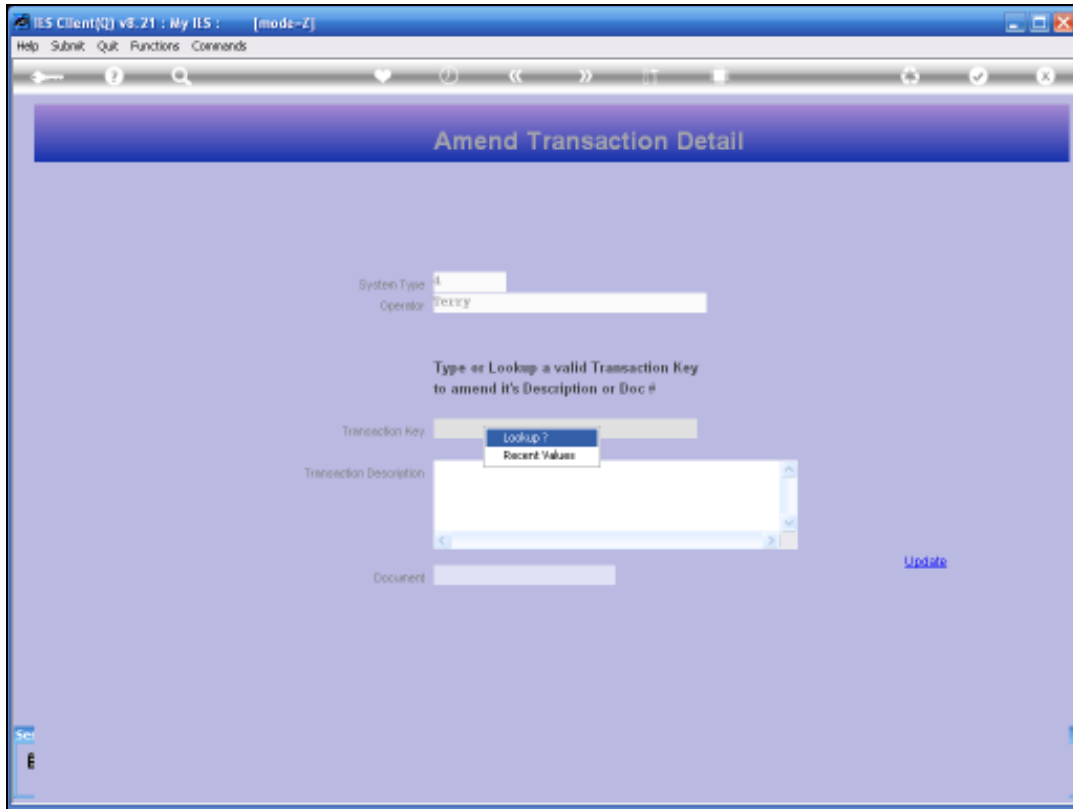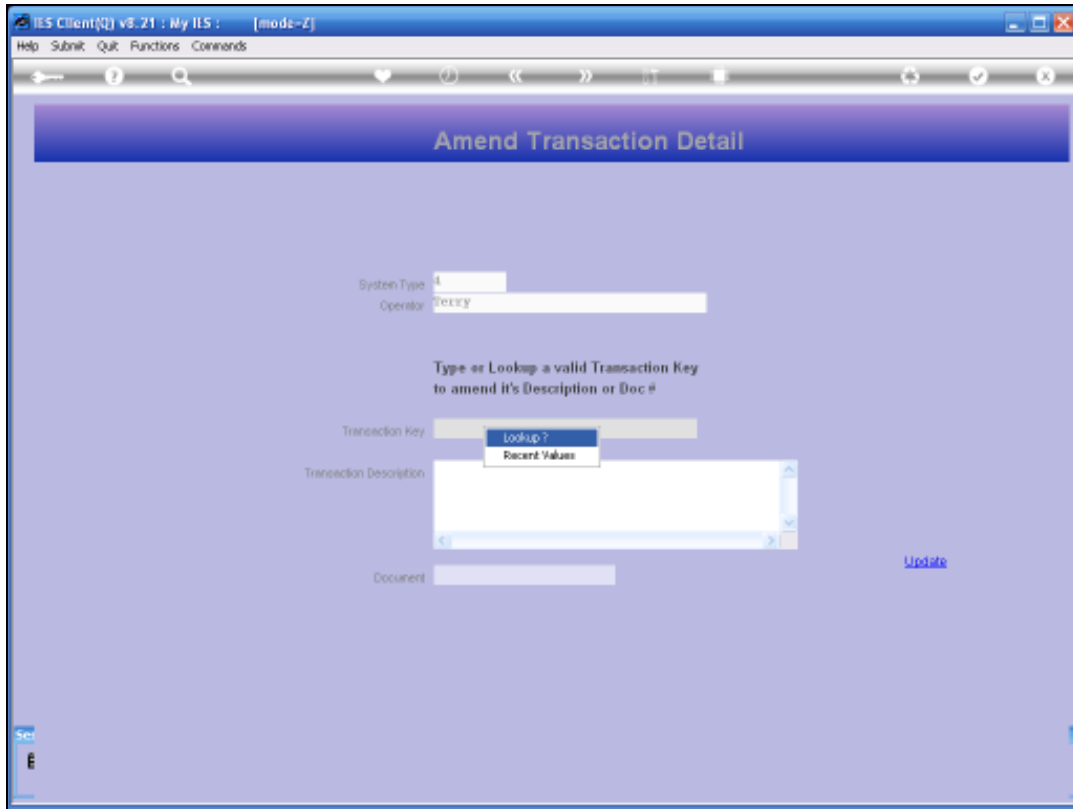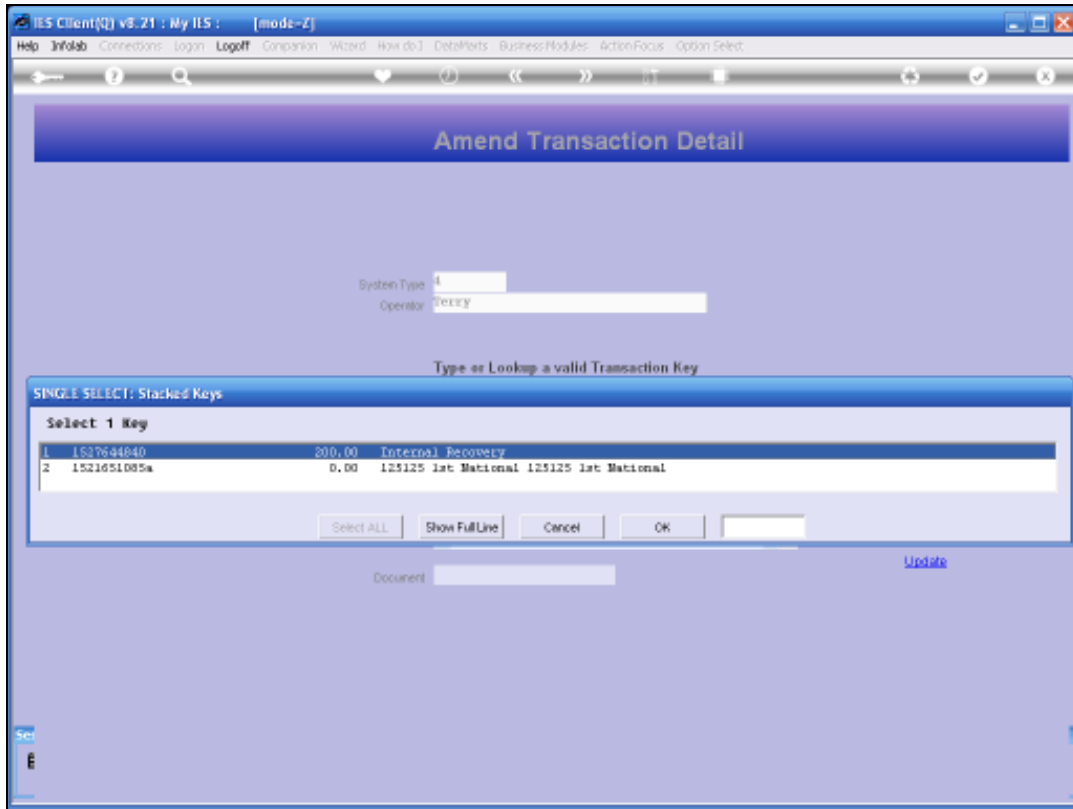
Slide 3
Slide notes:

Slide 4
Slide notes:

Slide 5
Slide notes:

Slide 6
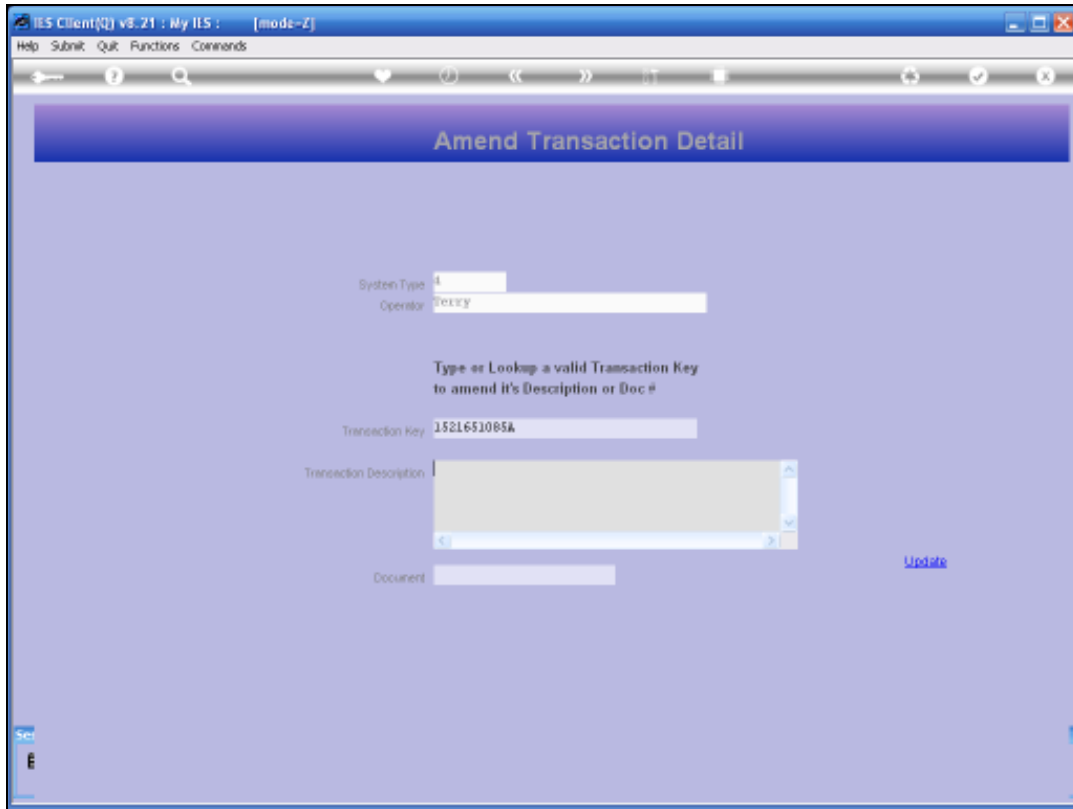Slide notes:

Slide 7
Slide notes:

Slide 8
Slide notes:

Slide 9

Slide notes: Once we have retrieved the Transaction key, then the Description and Document fields are available for Editing. Then make the change and choose UPDATE. No other changes can be made on a posted Transaction, and if more extensive changes are required, then we should use the Reversal and Unposting options for corrections.

Slide 10
Slide notes:

Slide 11
Slide notes: