

## Tip & Trick – Edit Payables and Receivables Transaction Information

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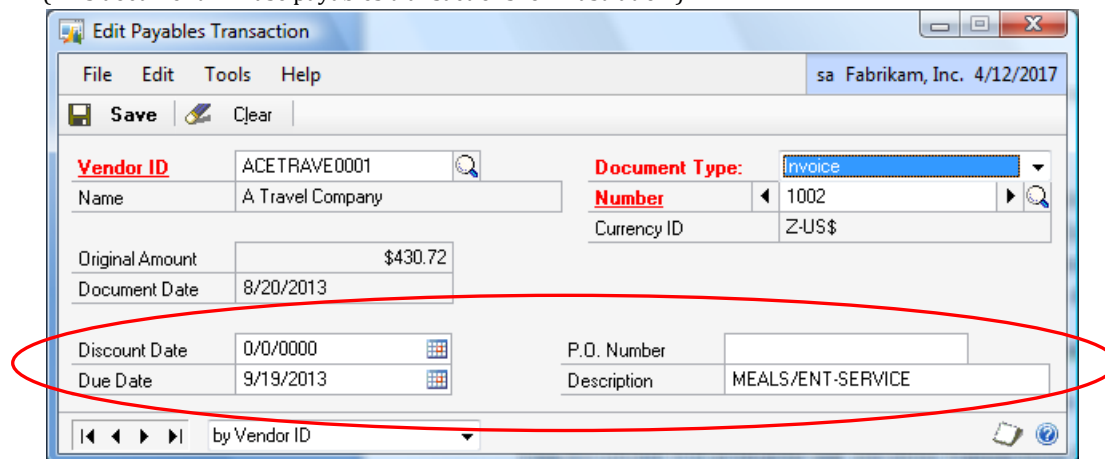
GP allows users to edit certain information on both payables and receivables transactions even after the transactions have been posted. This can be especially useful if you've posted an unusual transaction and neglected to put a description on it. Months down the road, when your auditor is wondering what the transaction represents, having the description can be very helpful.

Go to 'Transactions' -> 'Purchasing' -> 'Edit Transaction Information'

**OR**

Go to 'Transactions' -> 'Sales' -> 'Edit Transaction Information'

(This document will use payables transactions for illustration.)

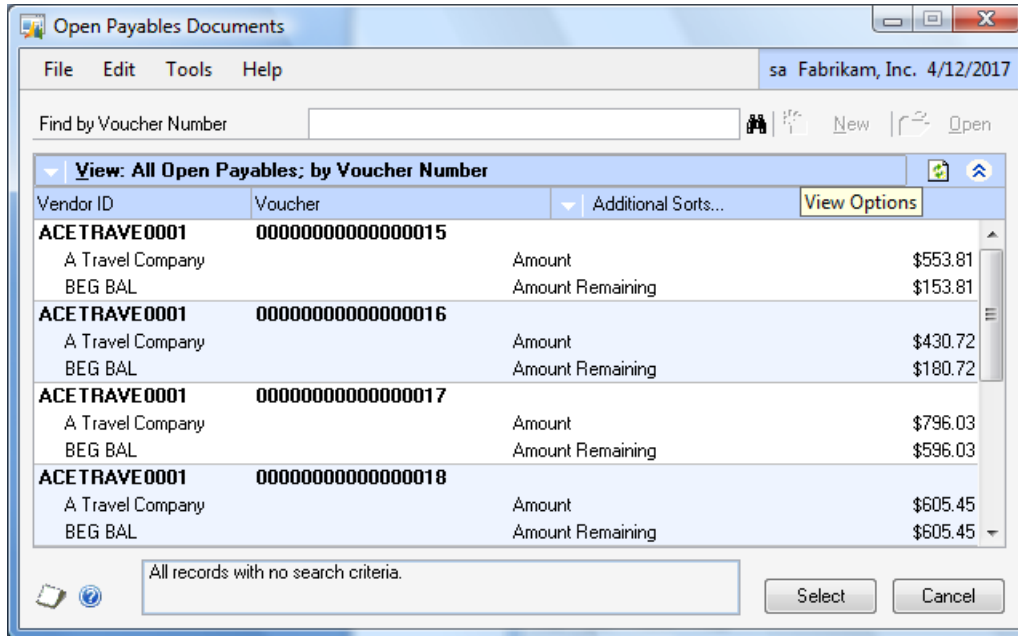


<b>Vendor ID</b>	ACETRAVE0001	<b>Document Type:</b>	invoice
Name	A Travel Company	<b>Number</b>	1002
		Currency ID	Z-US\$
Original Amount	\$430.72		
Document Date	8/20/2013		
Discount Date	0/0/0000	P.O. Number	
Due Date	9/19/2013	Description	MEALS/ENT-SERVICE

Lookup or enter the vendor and document. You can edit 4 fields – 'Discount Date', 'Due Date', 'P.O. Number', and 'Description'. Dynamics GP doesn't allow changing of any other fields because of the audit controls in place.

The same 4 fields are editable in the Receivables window.

You can see below that there is a fair amount of flexibility in looking up documents once you have selected the vendor. **You cannot edit documents that are in history.**



After making your changes, click on 'Save'. The new values can be viewed when drilling back to the document or in SmartList.

**A note on Sales Order Processing:** This window only impacts the receivables transaction, not the SOP transaction that might be where the receivables transaction originated. Therefore modifying a SOP transaction might not yield the desired results as most drill backs go to the SOP, not receivables, window. In fact, the 'Description' field is not a field on the SOP transaction entry window at all. If you edit the description you will only be modifying it on the receivables transaction created when you post a SOP transaction and this will adversely affect your ability to drill down to the SOP transaction. Modifying other fields will not hamper your ability to drill down to the SOP transaction but, again, will not modify that view.