



Tip of the Month – April 2002

Edit A/P and A/R Data After Posting

Did you know you can change information for an A/P voucher and A/R transaction after they've been posted?

In the Edit Trx Information Screen (Transactions/Sales or Purchasing/Edit Trx Information) you can change the following fields after transactions have already been posted:

Due Date
Discount Date
Purchase Order Number
Description

This feature gives you the flexibility to adjust information to customers and vendors -- ensuring proper payment dates and avoiding missed discount opportunities. You can also edit important descriptive information that can be printed on your checks to vendors, or used at a later date to better identify transactions.