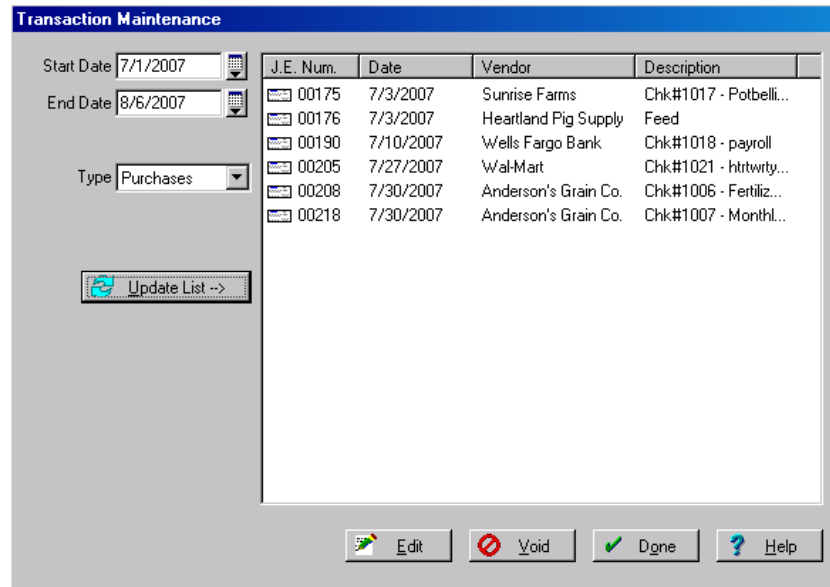


Editing Farm Funds Transactions

Version 12 of Farm Funds will allow a user to edit a transaction that has been entered incorrectly. This FAQ will take you through the process.

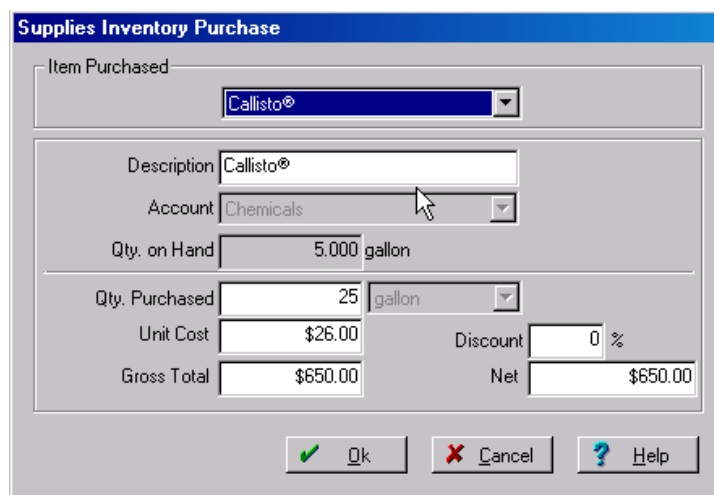
1. Left click on the Accounting Menu, select either Income Sales and Deposits or Payment and Purchases, then click on Transaction Maintenance.



The screenshot shows the 'Transaction Maintenance' window. On the left, there are date pickers for 'Start Date' (7/1/2007) and 'End Date' (8/6/2007), and a 'Type' dropdown menu set to 'Purchases'. Below these is an 'Update List -->' button. The main area is a table with columns: J.E. Num., Date, Vendor, and Description. The table contains six rows of transaction data. At the bottom, there are buttons for 'Edit', 'Void', 'Done', and 'Help'.

J.E. Num.	Date	Vendor	Description
00175	7/3/2007	Sunrise Farms	Chk#1017 - Potbell...
00176	7/3/2007	Heartland Pig Supply	Feed
00190	7/10/2007	Wells Fargo Bank	Chk#1018 - payroll
00205	7/27/2007	Wal-Mart	Chk#1021 - htrtwrty...
00208	7/30/2007	Anderson's Grain Co.	Chk#1006 - Fertiliz...
00218	7/30/2007	Anderson's Grain Co.	Chk#1007 - Monthl...

2. In the Transaction Maintenance screen enter a date range; select the Type of transaction if necessary (this will automatically default depending on if you selected Income Sales or Payments and Purchases), click on Update List.
3. Once the transactions are listed on the right hand side of the screen, left click on the transaction you want to edit.
4. Once the transaction is highlighted, select Edit at the bottom of the screen.
5. If the item purchased needs to be edited, left click on the icon next to the product name. Here you can edit the item, quantity, unit cost and total costs.




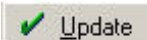
The screenshot shows the 'Supplies Inventory Purchase' window. It features a dropdown menu for 'Item Purchased' with 'Callisto®' selected. Below this are fields for 'Description' (Callisto®), 'Account' (Chemicals), 'Qty. on Hand' (5.000 gallon), 'Qty. Purchased' (25 gallon), 'Unit Cost' (\$26.00), 'Discount' (0 %), 'Gross Total' (\$650.00), and 'Net' (\$650.00). At the bottom, there are buttons for 'Ok', 'Cancel', and 'Help'.

6. If the how you paid needs to be edited, left click on the icon. Here you can edit the check number, amount, and account if it is a purchase.

7. If the item sold needs to be edited, left click on the icon next to the product name. Here you can edit the item sold, quantity, unit cost and total costs.

8. If the how you deposited needs to be edited, left click on the icon. Here you can edit the account, deposit amount and deposit ID.

9. To remove a line from the transaction left click on the red minus sign  to the right to the line item.

10. After all changes have been made, left click on the Update. 

Select "Cancel"  to exit without making changes.