Transaction Entry

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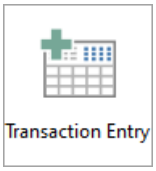

The instructions in this article relate to ***Transaction Entry.***

Update Notice: Version 5.6.117 and above:

Please note that the ***Transaction Entry*** icon has been removed in Version 5.6.117. Transaction details can now be accessed, searched and reported on using the ***Local Transactions*** icon. Use ***Journal Preparation*** to enter journal transactions.

Transaction Entry has a couple of functions that are likely to be used, as there are newer features which should be used to complete some of the options that may have been available in this area:

Use these functions for adjustments, rather than Transaction Entry:

- Local Transactions / Transaction Code Change (may assist to transfer an individual transaction from one account to another - limits apply).
- Debtor Adjustments (for all adjustments for Debtor / Second Debtors accounts).
- Journal Preparation (to move funds from one account to another where the above options are unable to be utilised).