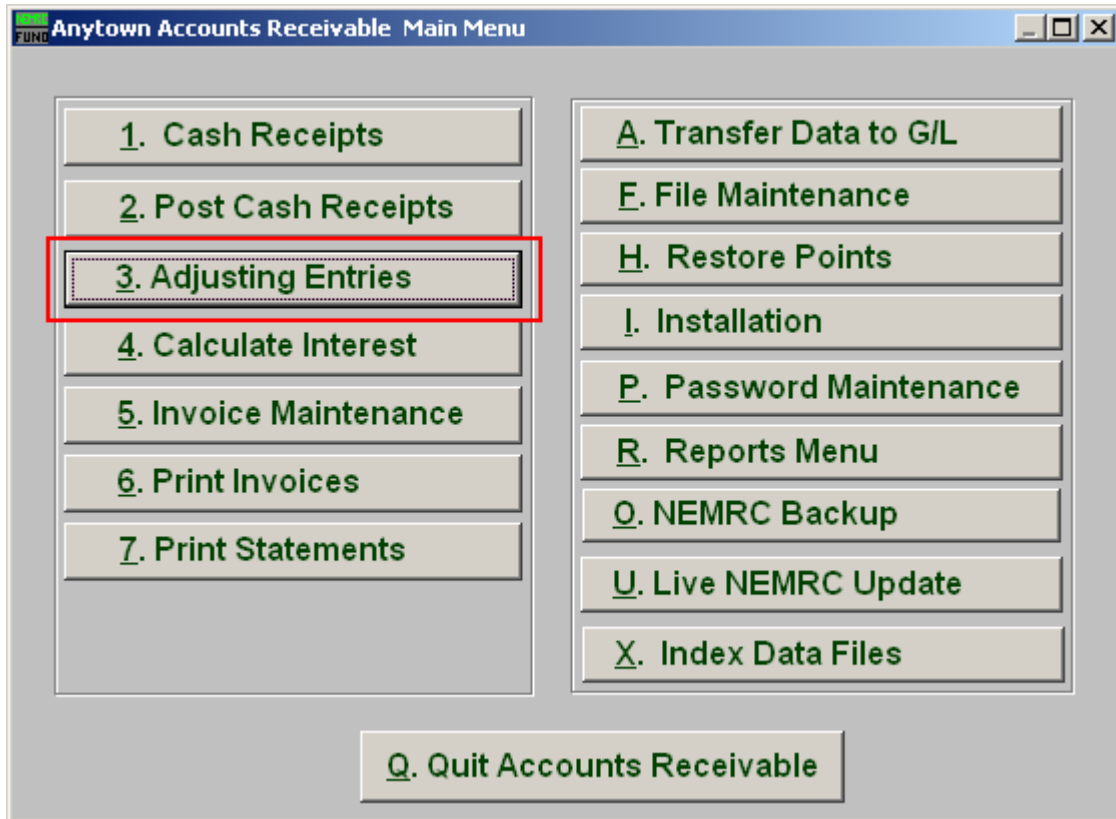
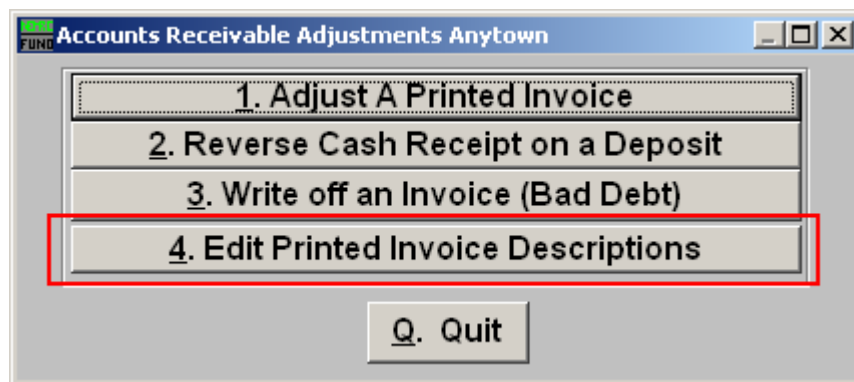


Accounts Receivable

3. Adjusting Entries: 4. Edit Printed Invoice Descriptions



Click on “3. Adjusting Entries” from the Main Menu and the following window will appear:



Click on “4. Edit Printed Invoice Descriptions” from the Adjusting Entries Menu and the following window will appear:

Accounts Receivable

Edit Printed Invoice Descriptions

The screenshot shows a software window titled "Edit invoice descriptions". Inside the window, there is a red rectangular box highlighting a search area. Within this box, the text "1" is displayed in red. Below it, the label "Customer" is followed by a text input field and a "Find" button. To the right of the "Customer" field is a small box containing a hyphen "-" followed by another text input field and a "Find" button. Above these fields, the text "Press F4 to Recall" is visible. Below the red box, there are two buttons: "OK" and "Cancel".

1. **Find:** Enter the Customer number or Name or click “Find” and locate the Customer from the list.

Accounts Receivable

Edit invoice descriptions

Customer: HB - Find

Name: ANY UTILITY Find

Invoice Number: 2 305

3 VSEP

New Description 4

7/18 Gallons IN -2000	\$240.00
7/26 Gallons OUT-1500	\$210.00

5 OK 6 Cancel

2. **Invoice Number:** Type in the Invoice Number or click on the drop down arrow and select from there.
3. **Selector:** Enter the service code to modify the description of or select from the drop down list.
4. **New Description:** The present description will appear and can be altered.
5. **OK:** Click “OK” to save the description changes made. There will NOT be a saved record of the original descriptions used.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.