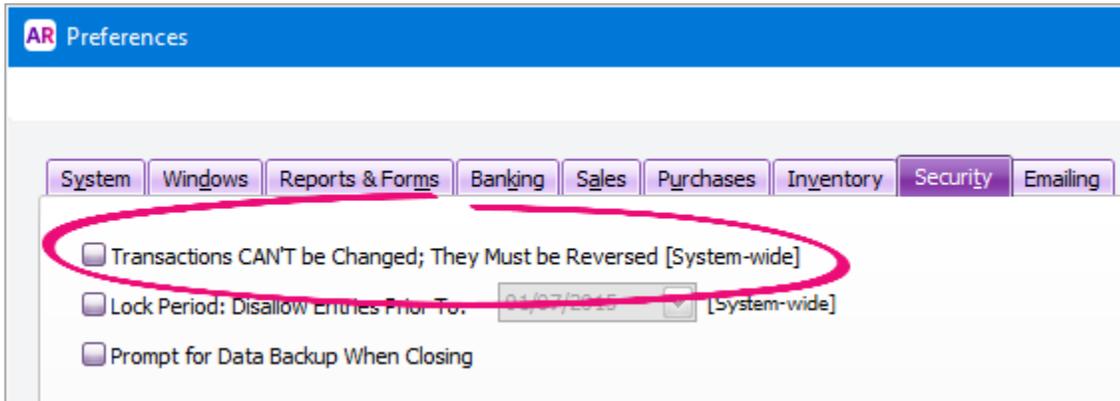


# Changing a transaction

Most transactions can be changed (such as the amount of items sold on an invoice, the quantity purchased or the account allocated on a journal).

## Before changing a transaction

Set the security preference - You can only change a transaction if your security preferences allow transactions to be changed. A changeable transaction is identified by a blue zoom arrow  next to it. To make your transactions changeable, deselect the **Transactions CAN'T be Changed; They Must be reversed** option on the **Security** tab view of the **Preferences** window. If your user role allows you to change preferences, you can change this option at any time.



## Some transactions cannot be changed

You cannot change:

- a refund cheque, Transfer Money transaction, or a bank deposit once it has been recorded. You can only delete or reverse these transactions. For more information, see [Reversing a transaction](#).
- transactions recorded in a closed financial year. There might be times when you need to enter adjustments for the last financial year. If you've already closed that year, you can still make changes by [rolling back the financial year](#).
- transactions recorded in a locked period. To change a transaction in a locked period, you first need to [unlock the period](#). However, before making a change, consider how it will affect your accounts and tax reports (such as the GST you have reported).
- one transaction type to another, such as changing a Spend Money transaction to a Pay Bills transaction. Instead, you'll need to [delete](#) or [reverse](#) the transaction, then re-enter it.

## Some fields cannot be edited

If you are changing a Pay Bills transaction (Not Basics), Receive Payments transaction, or an employee pay (Plus and Premier, Australia only), only the **Account**, **Date**, **Memo** and transaction ID fields can be edited. You cannot change the transaction amount.

### Avoid changing the calculated Tax/GST

Subtotal:	\$100.00
Freight:	\$0.00 
Tax: 	\$10.00
Total Amount:	\$110.00

If you change a transaction's calculated tax/GST using the zoom arrow next to the **Tax/GST** field, BAS and GST Return calculations could be affected.

To change a transaction

### To change a transaction

1. Find and display the transaction in its original transaction window.
2. Make the necessary changes to the transaction and then click **OK**.

You can also add and delete lines on an invoice or lines of a purchase you've recorded.

To change the customer or supplier on a recorded sale or purchase

#### Related topics

[Deleting a transaction](#)

[Reversing a transaction](#)

[Add headers, subtotals and lines to sales](#)

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