

Account Register-Edit Category

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A User has the option of changing the Category of a saved transaction; this option is typically used if the incorrect category was selected by the User saving the transaction. To edit the category, highlight a transaction line within the grid results, right-click then select the Edit Category option.

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The Edit Category form will be displayed. Select the correct Category in the New Category field. When finished, click the Save button located at the bottom of the form.