## **Edit a Transaction**

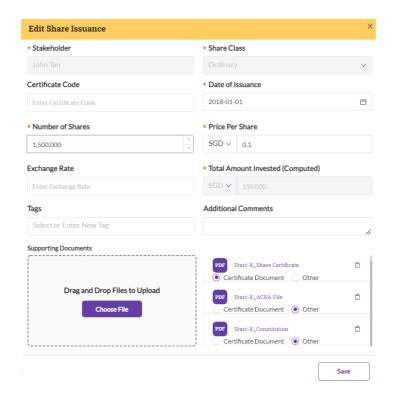
Modified on: Thu, 26 May, 2022 at 3:23 PM

## To edit a transaction:

- 1. Access the Transaction page by clicking **Transactions** in the menu on the left.
- 2. Navigate to the Transaction you want to edit, click

:

and select Edit Transaction. The Edit Transaction screen is displayed.



- 3. Make the changes you need.
- 4. Click Save to complete the process.

Note: The Stakeholder name, the Share Class, and Total amount invested cannot be edited.