

Edit a Transaction

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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.