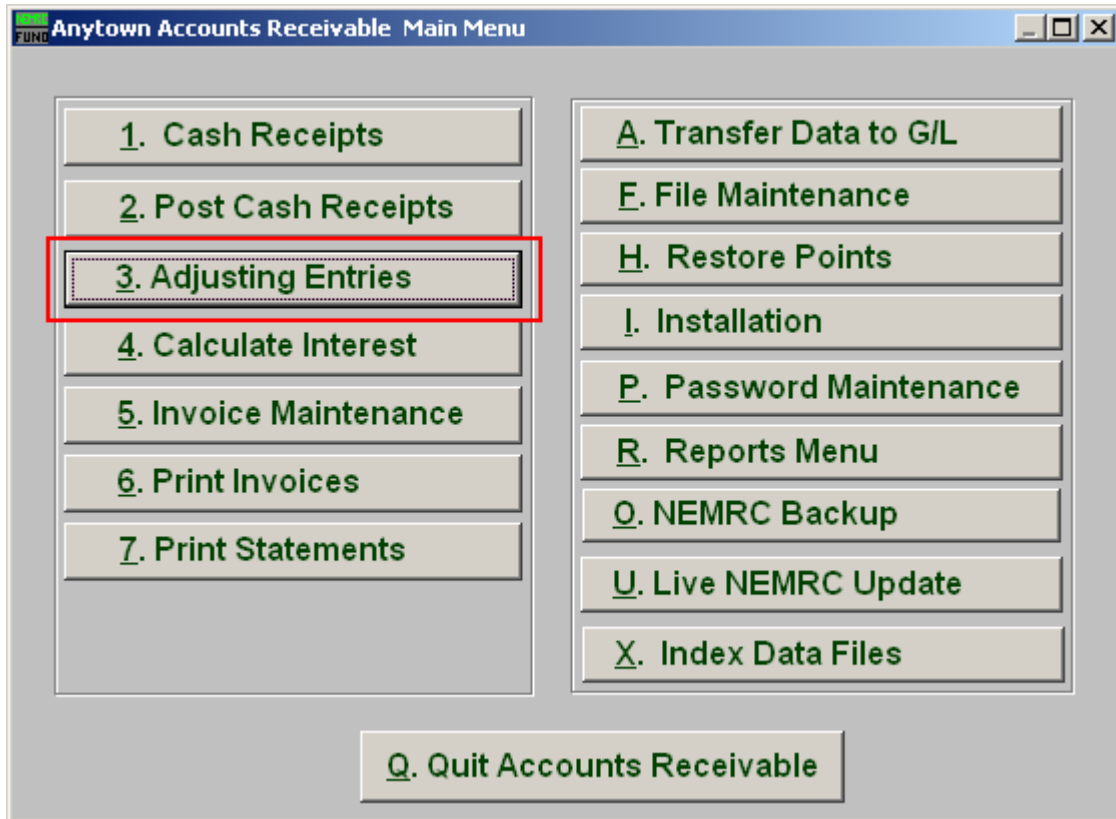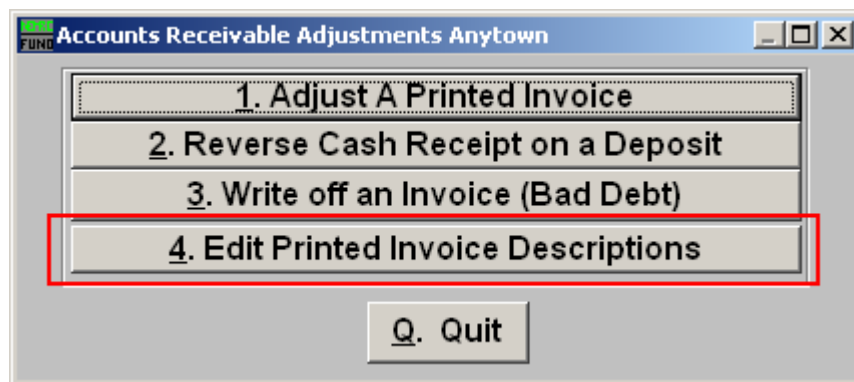# 3. Adjusting Entries: 4. Edit Printed Invoice Descriptions

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

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

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.