

User Permissions for Edit Transactions

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There are several User Permissions that control the ability to manage features related to **Edit Transactions**.



User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review [Protect Your Account - User Permission Guidelines](#) for more information.

To adjust a User's permissions, go to the **Gear icon > Settings > Manage Users & Permissions > User IDs** (click on a UserID) **> User Permissions** (left menu). *Note: If a User is logged in when changes are made to their permissions, they'll have to log out and back in for the changes to take effect.*

Permissions Related to Edit Transactions

Category	User Permission	Enables access to
Families	Edit Transaction	Edit a single transaction.
Transactions	Edit Payment Amount	Edit the payment amount.
	Edit Original Fee	Edit the original fee when posting a transaction.
	Edit Payment Transaction Date	Edit transaction date on payments (excludes ePayments done within Jackrabbit - these cannot be changed).
	Mass Edit Transactions	Select the Transactions menu > Search results grid > Edit Transactions (icon) to mass edit transactions.
Reports	Transaction Search	<i>Search and Recent Transactions</i> from the <i>Transactions</i> menu.



See [Permissions for Jackrabbit Users](#) for more information.
