

Find and Replace – NEW FEATURE

SmartBank also has a NEW feature that allows the quick mass editing of the Account Descriptions.

For example, if there are lots of transactions with part of the “Ledger Descriptions” with the wording “ANC payment to XXXX” and this needs to be deleted on every or most of the lines.

- 1) Click on the “Ledger Description” Heading and sort all the ledger descriptions in alphabetical order
- 2) Then highlight the part of the description that needs to be removed without the whole “date range”
- 3) Right click or click on “Edit and then on “Find Replace”
- 4) Edit the “Replace with”...if required
- 5) Click on “Replace All”

