

# Editing a transaction

In Open ACU you cannot edit transactions, checkins or otherwise.

To edit a transaction you've already saved, first you'll need to reverse the check-in. Click the pencil icon next to the patient's name. In the pop-up that appears, check the box next to "Check Out This Transaction?" then click Remove Transaction. This will remove the payment transaction.

Reverse Check-In

☒ Check Out This Appointment?

Reversing this appointment checkin will also remove the payment transaction.

[111] Transaction

August 11, 2020, 11:13 am

ID	Description	Amt
245	Treatment	\$20.00
246	Amount Paid	(20.00)
Paid		\$20.00

Print Appointment

Remove Checkin

Add a Note...

Save Note

You can then check in the patient again and enter the correct transaction information.

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