

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

Add a Note...

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

Revision #2

Created Tue, Aug 11, 2020 3:55 PM by [Alexa Hulseley](#)

Updated Wed, Jan 27, 2021 3:54 PM by [Joe](#)