

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...

Save Note

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

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