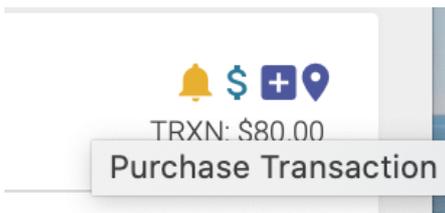


Recording a transaction without a check-in

To record a transaction that isn't connected with an appointment, you'll use the Purchase Transaction option. Click on the blue dollar sign icon next to the date at the top of the day's appointments:



A popup modal will appear, where you will select the location, enter the customer's name, a description of the charge, the amount paid and the form of payment.

Updated Thu, May 30, 2024 4:24 PM by [Alexa Hulse](#)