Correct or Delete AR Posting Error

Use these steps when you have entered a payment/adjustment incorrectly, or you need to delete an entry.

- Barnestorm Office > Accounts Receivable > Inquiry > A/R Inquiry.
- Enter a patient chart number or search by name. Once selected, this will bring up the patient's account history.
- Click on reference number (**Ref#**) for the line you wish to correct. If you do not see the line item you need to correct then click the **All Dates** button. The **Edit an Accounts Receivable Entry** window will appear.
- **TO EDIT**: Make necessary corrections and then click on the **Save** button.
- **TO DELETE**: Click the **Delete** button. You will receive a prompt asking are you sure you want to delete. Press Yes to delete.
- This takes you back to this patient's A/R Inquiry screen where you can View, Print or Exit the account.

NOTE: Payments can be posted under the **Post Payments** tab, ***but*** you will need to use the **Inquiry** tab to make any corrections/deletions.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50273.aspx