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