

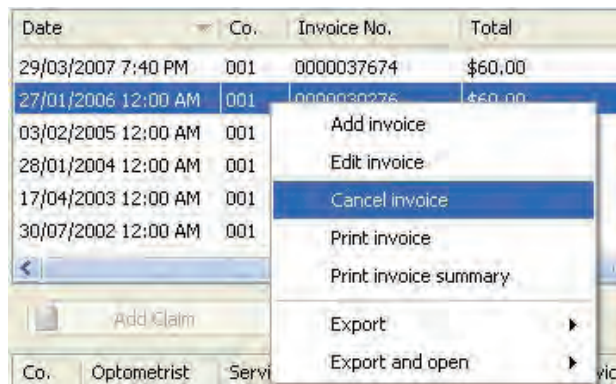
# TIPS & TRICKS

## How to cancel an invoice

1. From the patient's file, select the Invoices tab and locate the invoice to be cancelled.

Date	Co.	Invoice No.	Total	Patient Balance	Third Party Balance	Discount	Tax 1	Tax 2	Paym
29/03/2007 7:40 PM	001	0000037674	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
27/01/2006 12:00 AM	001	0000030276	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
03/02/2005 12:00 AM	001	0000023578	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
28/01/2004 12:00 AM	001	0000016888	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
17/04/2003 12:00 AM	001	0000011991	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
30/07/2002 12:00 AM	001	0000007449	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00

2. Using your mouse, right-click and select CANCEL INVOICE from the dropdown menu.



3. In the next window, you can either keep the same method of payment (recommended) or select a new one from the dropdown menu. Click on OK to save your changes.

