

Working with Invoices

Before Saving a Transaction

When you are entering a transaction on an invoice and you make a mistake, if you didn't save or post the transaction, you can hit ESC on your keyboard to delete the transaction.

Before Posting a Transaction

When you are entering a transaction on an invoice and you make a mistake and have saved the transaction (but didn't post it), highlight the transaction line and hit delete on your keyboard to delete the transaction.

You can also highlight the transaction line(s), right mouse click and select Delete Transaction. Click yes to the question: "Are you sure you want to delete the selected records?"

After Posting a Transaction

If you entered, saved and posted a transaction, you can highlight the transaction line(s), right mouse click and select Delete Transaction. Click yes to the question: "Some or all of the rows are previously posted. Are you sure you want to delete the selection?"

Keyboard Short-cuts for Invoicing

By pressing the following keys on your keyboard, you can access specific areas or functions of ODPro. These short-cuts will save you time, allowing you to provide more efficient and timely service to your patients.

- ESC: Deletes transaction before saving
- Delete: Deletes transaction after saving (you must highlight transaction line(s) first)
- Tab: moves cursor between fields on transaction line
- Shift + Tab: moves cursor backwards between fields on the transaction line
- F8: Adjustment (Credit or Discount)
- F10: Save
- F11: Payment
- F12: Post All

FYI

Did you know that you can arrange the columns on an invoice? For example, you can move the Diag 2,3,4 column to the right of the Diag Code column by clicking on the column heading and dragging it to the appropriate place. Notice the red line while moving the column. Remember to Save Grid Settings under the Settings menu item to save your changes.

Please refer to the OD Professional – Applying Credit to Invoices job aid for additional information.