

How do I...

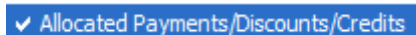
Change a payment type (FP19)

RoboVet Version: Feature Pack 19 but this document is appropriate for previous versions of RoboVet 5.

Security Permissions: To change a payment type you must have security permission to **Change Payment Type**. This permission is typically given to most users as it does not change the client balance.

Method

In the account window right click and select **Allocated Payments/Discounts/Credits**.



Highlight the payment to change, left click on down arrow to the right of **Change** in the **Correction** section of the toolbar.

You do not have to add a reason for changing the payment type – it is obvious! Click on **Accept**.

