Deleting Transactions

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About

Users can delete transactions from a Line Item by using the Transactions form.

> **!** **Disclaimer**: Only users with a Security Level of **S** can delete transactions.

How to Delete Transactions

1. Navigate to the **Transactions Form** (see this article on how to navigate to the Transactions Form).
2. Select the transaction from the Transaction list.
3. Click **Delete**.
4. If the transactions is a **Patient Payment**, then the amount from the deleted payment will automatically go back to the client's unapplied payments.