

Applying Manual Clinic Payments

Start off by opening the patient's record and click on the **Accounts** tab to view their treatment/ billing history.



This button reveals a patient's billing/ treatment history where **each line is an invoice**:

Patient Details	Other	Appointments	Recalls	Accounts	Episodes	Communication	Documents
Account Status	All		Service Type	All	From		To
Inv# ↑	Date of Service	Doctor	Service Type	Inv Amount			
24	29/12/2020	Celes, Peter	Medicare	\$ 38.75			
23	29/12/2020	Celes, Peter	Health Fund	\$ 212.20			

From here, **right click** on the manual invoice to be paid off manually and click on **Apply Payment**.

Patient Details	Other	Appointments	Recalls	Accounts	Episodes	Communication	Documents
Account Status	All		Service Type	All	From		To
Inv# ↑	Date of Service	Doctor	Service Type	Inv Amount			
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Apply Payment / Adjustment
Print Invoice
Print Invoice (other template)
Reverse Invoice

Then, click on the **Add Payment** button




Enter the payment **Type**, payment **Amount**, click **Save**, and **Save** again.

Payment


X

Accounting Period

17/08/2020



Type



Amount

196.70

[Apply Gap](#)

Drawer

BAKERR, Maryrose

Reference

Bank

Branch

Save

Cancel

That's it! You've paid off the manual invoice.