

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**:

A screenshot of the Accounts tab showing a table of invoices. The table has columns: Inv# ↑, Date of Service, Doctor, Service Type, and Inv Amount. The 'Accounts' tab is selected in the navigation bar. Below the table are filters for Account Status, Service Type, and a date range (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**.

A screenshot of the Accounts tab showing a table of invoices. The table has columns: Inv# ↑, Date of Service, Doctor, Service Type, and Inv Amount. The 'Accounts' tab is selected in the navigation bar. Below the table are filters for Account Status, Service Type, and a date range (From/To). A red box highlights the row for invoice 23, and a red circle with the number 1 is next to it. A right-click context menu is open over this row, with a red box highlighting the 'Apply Payment / Adjustment' option and a red circle with the number 2 next to it.

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

- 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	<input type="text" value="17/08/2020"/>	
Type	<input type="text"/>	
Amount	<input type="text" value="196.70"/>	Apply Gap
Drawer	<input type="text" value="BAKERR, Maryrosee"/>	
Reference	<input type="text"/>	
Bank	<input type="text"/>	
Branch	<input type="text"/>	

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