Applying Manual Clinic Payments

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

Patient Details	Other	Appointments	Recalls	Accounts	Episodes	Communication	Documents

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

Patient Def	tails Other	Appointments Recalls	Accounts	Episodes	Communication	Documents
Account Status	All	Service Type	All	1	From	То
<u>Inv#</u> †	Date of Servic	e Doctor		Service	е Туре — І	nv Amount
24	29/12/2020	Celes, Peter		Medica	re	\$ 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 De	tails Other	Appointments Recalls	Accounts	Episodes	Communication	Documents
Account Status	All	Service Type	All		From	То
<u>Inv#</u> †	Date of Service	Doctor		Service	Туре І	Inv Amount
24	29/12/2020	Celes, Peter		Medicar	re	\$ 38.75
23	29/12/2020	Celes, Peter		Apply Payment	/ Adjustment	\$ 212.20
U			2	Print Invoice Print Invoice (of Reverse Invoice	her template)	

Then, click on the Add Payment button



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

Accounting Period	17/08/2020)
Туре		~	
Amount	196.70		Apply Gap
Drawer	BAKERR, Maryrosee		
Reference			
Bank			63
Branch			

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