

Reallocate a Transaction (Hospital)

In some instances, a payment may need to be reallocated to another invoice or episode for the patient.

If the transaction needs to be split into two amounts before reallocation, please refer to our wiki page for instructions on how to **Split Transaction/Payment (Hospital)**.

Split Transaction/Payment (Hospital)

To reallocate a payment, navigating to the **Episodes Screen** and locating the relevant payment. Utilise the menu icon (*three dots on the transaction line*) to select **Reallocate Transaction**.

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Star, Bell, Fire, Total 5,925.00

Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents Clinical

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No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon	Location	
21	864	06/06/2025	06/06/2025	Discharged	D/O	Left Cat & IOL		BUP	Eyes, Bright	Shaes Private Hospital	...
20	856	02/06/2025	02/06/2025	Discharged	D/O	Gastroscopy		BUP	Doctor, New	Shaes Private Hospital	...
17	821	02/05/2025	02/05/2025	Discharged	D/O	Colonoscopy test	bmi 44	BUP	Eyes, Bright	Shaes Private Hospital	...
16	818	01/05/2025	01/05/2025	Discharged	D/O	Gastroscopy		BUP	Eyes, Bright	Shaes Private Hospital	...
15	780	27/03/2025	27/03/2025	Discharged	D/O	Colonoscopy		BUP	Connors, Curtis	Shaes Private Hospital	...

Admission Date: 06/06/2025 | Invoices for Admission: 864

Episode Total 1,448.00 Balance Due 798.00 ☐ Show voided invoices

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
582	BUP	\$1,298.00	\$0.00	\$-650.00	\$648.00	06/06/2025 6:56 AM	Shae Darr (Altura)
583	U/I	\$150.00	\$0.00	\$0.00	\$150.00	06/06/2025 6:56 AM	Shae Darr (Altura)

Invoice: 582 | BUP: 123456

Invoice Total 1,298.00 Balance Due 648.00 ☐ Show voided transactions Invoice Options v

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User	
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-150.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)	...
582	BUP	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-500.00	0.00	H	06/06/2025 6:55 AM	Shae Darr (Altura)	...
582	BUP	06/06/2025	06/06/2025	A	ACCOM	SameDay Accommodation Fee Band : 4	1	4	\$400.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)	...
582	BUP	06/06/2025	06/06/2025	T	42702	Lens extraction and insertion of intraocul...	-	6	\$600.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)	...
582	BUP	06/06/2025	06/06/2025	O	AL025	AcrySof Multipiece Models MN60MA, M...	1	6	\$232.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)	...
582	BUP	06/06/2025	06/06/2025	O	AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	\$66.00	0.00	H	06/06/2025 6:56 AM	Shae Darr (Altura)	...

Menu options for first line item: Delete Transaction, Reallocate Transaction, Split Transaction

A pop-up will appear displaying all of the patient's other invoices across all admissions. This is particularly useful when reallocating a deposit from one episode to another – for example, in the case of a cancelled procedure.

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Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents Clinical

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon
21	864	06/06/2025	06/06/2025	Discharged	D/O	Left Cat & IOL		BUP	Eyes, B
20	856	02/06/2025	02/06/2025						Doctor
17	821	02/05/2025	02/05/2025						Eyes, B
16	818	01/05/2025	01/05/2025						Eyes, B
15	780	27/03/2025	27/03/2025						Connor

Admission Date: 06/06/2025 | Invoices for Admission: 864

Inv #	To	Charge inc GST
582	BUP	\$1,298.00
583	U/I	\$150.00

Invoice: 582 | BUP: 123456

Inv #	To	DOS From	Acc Period	T
582	BUP	06/06/2025	06/06/2025	D
582	BUP	06/06/2025	06/06/2025	D
582	BUP	06/06/2025	06/06/2025	A
582	BUP	06/06/2025	06/06/2025	T

Re-allocate Deposit/Payment - 154 - Bob Lee SWAGGER

Select which episode and/or invoice you want to link the deposit of \$-150.00 to.

Adm. Date	Adm #	Epi #	T	Inv #	Fund Name	Admitting Dr
06/06/2025	864	21	H	582	BUPA Australia	EYES, Bright
06/06/2025	864	21	P	583	Un-Insured Accounts	EYES, Bright
02/06/2025	856	20	H	578	BUPA Australia	DOCTOR, New
02/05/2025	821	17	H	525	BUPA Australia	EYES, Bright
02/05/2025	821	17	P	526	Un-Insured Accounts	EYES, Bright
01/05/2025	818	16	H	557	BUPA Australia	EYES, Bright
27/03/2025	780	15	H	498	BUPA Australia	CONNORS, Curtis
27/03/2025	780	15	P	499	Un-Insured Accounts	CONNORS, Curtis
30/01/2025	682	11	H	469	BUPA Australia	CONNORS, Curtis
11/12/2024	648	10	H	367	BUPA Australia	BLACK, Jack

Cancel Link Payment

Once the appropriate invoice is selected, click **Link Payment**.

In the example below, the \$150 deposit has been reallocated from **Invoice 582** to **Invoice 583**.

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Patient Details Appointments Recalls Accounts **Episodes** Communication Chart Tracking Documents Clinical

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No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon	Location
21	864	06/06/2025	06/06/2025	Discharged	D/O	Left Cat & IOL		BUP	Eyes, Bright	Shaes Private Hospital
20	856	02/06/2025	02/06/2025	Discharged	D/O	Gastroscopy		BUP	Doctor, New	Shaes Private Hospital
17	821	02/05/2025	02/05/2025	Discharged	D/O	Colonoscopy test	bmi 44	BUP	Eyes, Bright	Shaes Private Hospital
16	818	01/05/2025	01/05/2025	Discharged	D/O	Gastroscopy		BUP	Eyes, Bright	Shaes Private Hospital
15	780	27/03/2025	27/03/2025	Discharged	D/O	Colonoscopy		BUP	Connors, Curtis	Shaes Private Hospital

Admission Date: 06/06/2025 | Invoices for Admission: 864

Episode Total 1,448.00 Balance Due 798.00 Show voided invoices

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
582	BUP	\$1,298.00	\$0.00	\$-500.00	\$798.00	06/06/2025 6:56 AM	Shae Darr (Altura)
583	U/I	\$150.00	\$0.00	\$-150.00	\$0.00	06/06/2025 6:56 AM	Shae Darr (Altura)

Invoice: 583 | U/I: 123456

Invoice Total 150.00 Balance Due 0.00 Show voided transactions Invoice Options v

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
583	U/I	06/06/2025	06/06/2025	D	DEPOS	Co-Payment: EFTPOS	-		\$-150.00	0.00	P	06/06/2025 6:55 AM	Shae Darr (Altura)
583	U/I	06/06/2025	06/06/2025	O	GAP	Gap Pre-Payment	1	7	\$150.00	0.00	P	06/06/2025 6:56 AM	Shae Darr (Altura)