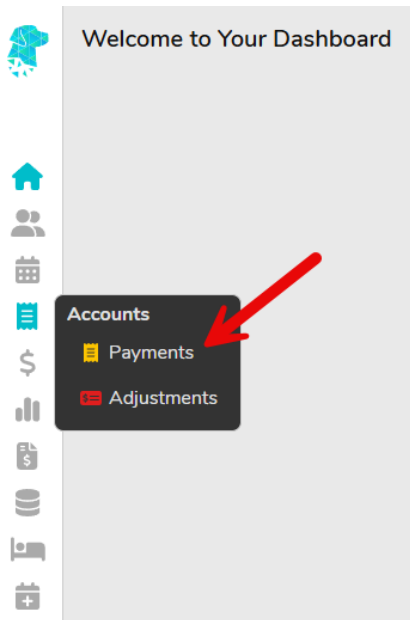


Receipt a Manual Hospital Remittance

When health funds or companies pay for accounts with a manual remittance (*I.E it isn't electronic through ECLIPSE*) the payment still needs to be receipted in FYDO. These instructions will explain how to do that:

From the **Accounts** Tab, select **Payments**



Populate all required fields as per below:

1. Ensure **Payment Date** is correct
2. Add **Payment Type**
3. Type **Amount** received
4. Document the **Drawer** who made the payment
5. Add a **Reference No.** if required
6. If payment is made via **Cheque**, add the **Bank** and **Branch**
7. Utilise **Click to Search for an Individual Account** to search for patients and manually add them to the payment.
Continue to use this feature to add multiple patients.
8. Once all entries have been added, ensure the payment isn't **Out of Balance**
9. Click **Save**

A screenshot of the 'Payments' form in the FYDO system. The form is titled 'Payments' and has a 'Location' dropdown set to 'Private Hospital'. It contains several input fields: 'Payment Date' (04/12/2025), 'Payment Type' (dropdown), 'Amount' (0.00), 'Drawer', 'Reference No.', 'Bank', and 'Branch'. There is a 'T/P' checkbox. On the right, there is a table with columns: 'Inv#', 'Patient Name', 'MRN', 'Fund', 'Outstanding', and 'Allocated'. Below the table, there are summary fields: 'Total Allocated' (0.00), 'Total Payment' (0.00), and 'Out of Balance' (0.00). At the bottom right, there are 'Save' and 'Cancel' buttons. Red numbered callouts (1-9) are placed over the form to indicate the sequence of steps for entering a payment.