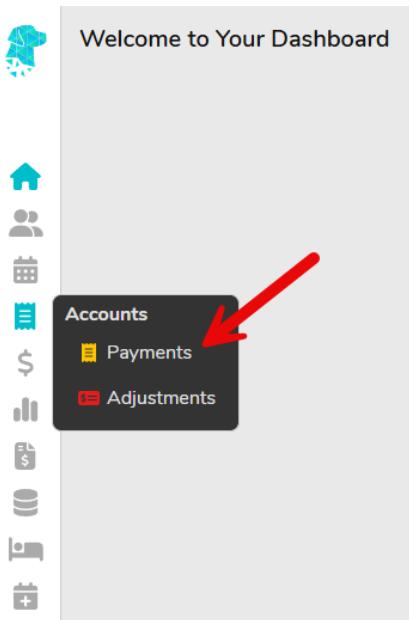


Receipt a Manual Hospital Remittance

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' screen in FYDO. The 'Payments' tab is selected. On the left, there is a form with the following fields:

- 1. Payment Date: 04/12/2025
- 2. Payment Type: (dropdown menu)
- 3. Amount: 0.00
- 4. Drawer: (dropdown menu)
- 5. Reference No.: (text input)
- 6. Bank: (dropdown menu)
- 7. Branch: (dropdown menu)
- 8. TIP: (checkbox)

On the right, there is a search bar:

- 7. Click to Search for an Individual Account
- No invoices found
- Total Allocated: 0.00
- Total Payment: 0.00
- Out of Balance: 0.00
- 8. (red circle)

At the bottom right are 'Save' and 'Cancel' buttons.