

# Suppress an invoice

Last Modified on 22/12/2023 11:14 am AEDT

Create an invoice and hold it without submitting a claim or billing a payer so the invoice can be submitted at a later date.

## Creating a suppressed invoice

To defer the invoice payment:

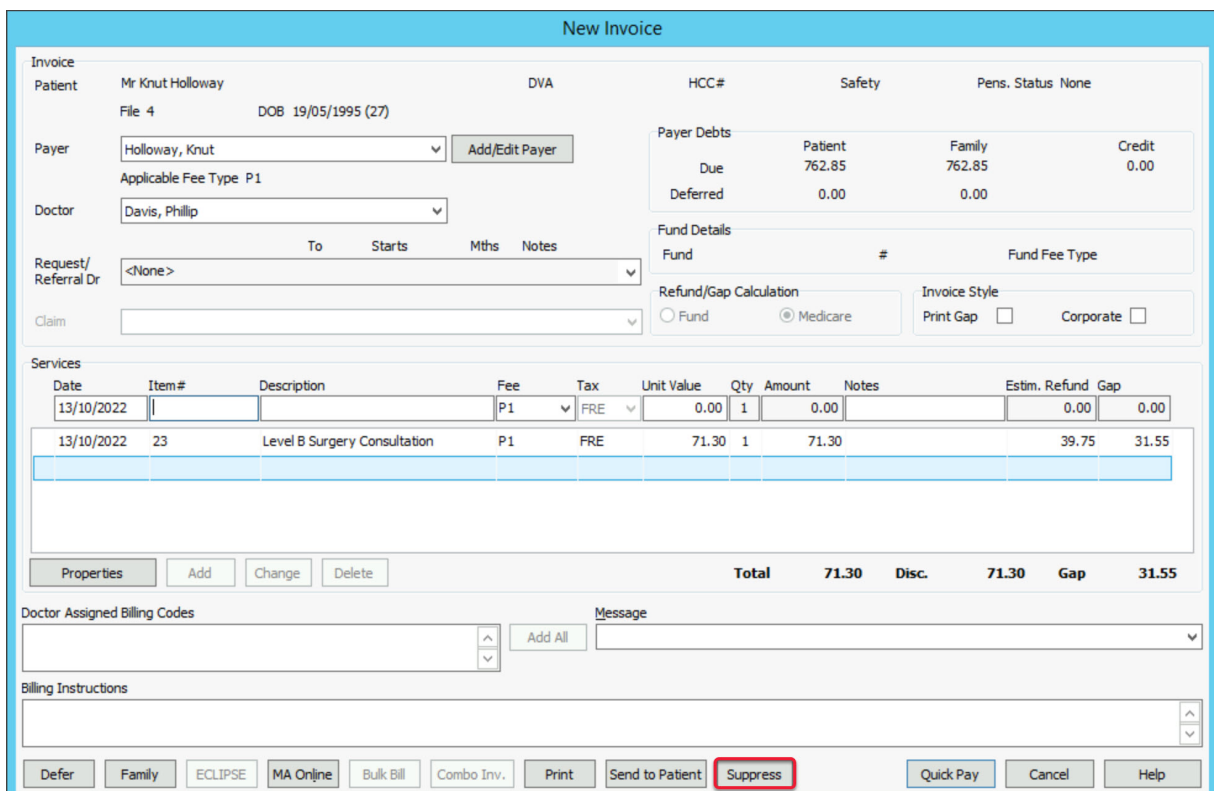
1. Create the invoice.
2. Select **Suppress** if the invoice is complete.

The invoice will be closed, and if it is for Medicare it will be held in the **Claims screen**.

Or

3. Select **Defer** if the invoice is not complete.

The invoice will be saved but not as a completed invoice. You will be prompted to complete it the next time you try to bill the patient.



**New Invoice**

Invoice Patient: Mr Knut Holloway, DVA, HCC#, Safety, Pens. Status: None

Payer: Holloway, Knut, Add/Edit Payer

Doctor: Davis, Phillip

Date	Item#	Description	Fee	Tax	Unit Value	Qty	Amount	Notes	Estim. Refund	Gap	
13/10/2022			P1	FRE	0.00	1	0.00		0.00	0.00	
13/10/2022	23	Level B Surgery Consultation	P1	FRE	71.30	1	71.30		39.75	31.55	
<b>Total</b>							<b>71.30</b>	<b>Disc.</b>	<b>71.30</b>	<b>Gap</b>	<b>31.55</b>

Buttons: Defer, Family, ECLIPSE, MA Online, Bulk Bill, Combo Inv., Print, Send to Patient, **Suppress**, Quick Pay, Cancel, Help

## Receipting an invoice paid at a later date.

To receipt the invoice:

1. Open the patient's details screen.

2. Select **Acc Enquiry**.
3. Select the **Payer** from the drop-down.
4. Select the relevant invoice.
5. Select the **Receipt** button at the bottom.

This will open the **Receipt Payment** screen.

6. Check the correct **Banklist** is selected for the doctor.
7. Select the payment method used.
8. Select **Allocate**.

This will return you to the **Acc Enquiry** screen.

9. Select the invoice
10. Select **Fully Receipt**.
11. Select **Close**.
12. Respond to the **Print** dialog to print or close.

The screenshot displays the 'Account Enquiry' window with a 'Receipt Payment' dialog box overlaid. The dialog box contains the following information:

- Patient:** Mr Knut Holloway
- Payer:** Medicare
- Due:** 1136.70
- Family Deferred:** 0.00
- Credits:** 2242.55

The 'Payments' section includes a table with the following columns: Format, Name, Bank, Branch, Number, Banklist, and Amount.

Format	Name	Bank	Branch	Number	Banklist	Amount
MC Cheque	Medicare	Reserve Bank		Mr Knut Holloway	BNK	1136.70

Below the table, there are radio buttons for 'Family Due' and 'Patient Due' (selected). The 'Payment Total' is 0.00, 'Amount Due' is 1136.70, and 'Balance' is 1136.70. At the bottom of the dialog, the 'Allocate' button is highlighted with a red box. The main window shows account details for 'Holloway, Knut' with a total of 1136.70.