Receipt a suppressed invoice

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To receipt a suppressed invoice:

1. Open the patient's details screen.
2. Select **Acc Enquiry**.
3. Select the Invoice that requires receipting.
4. Select the **Receipt** button at the bottom.

   This will open the **Receipt Payment** screen.
5. Use the drop-down under **Banklist** to select the correct bank list for the doctor.

   Use the document provided to choose the correct bank list.
6. Select the payment method used.
7. Double check the Banklist and select Add.
8. Select **Allocate**.

   This will open the Allocation screen.
9. Select the invoice.
10. Select **Fully Receipt**.
11. Select **Close**.
12. Respond to the Print dialog to print or close.