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. Select the Payment method.
6. Enter any relevant description in the Name field.
7. Use the drop-down under **Banklist** to select the correct bank list for the doctor.
8. Enter the payment amount, select **Add**.
9. Select **Allocate**.

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