

Invoice now pay later

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To create an invoice that the patient will pay later

1. Raise the invoice.
2. Select **Suppress** instead of a billing option.

When you want to receipt payment:

3. Open the patient's record.
 4. Select **Acc Enquiry** from the top left menu.
 5. Select the invoice you created.
 6. Select **Receipt**.
 7. Choose the **Banklist** and payment type, select Add.
 8. Select **Allocate**.
 9. Select **Fully Receipt**.
 10. Select **Close** to save and exit.
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