

# Payment From Patient

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## Payment From Patient

If a patient is needing to pay an invoice directly but not immediately at the time an invoice is raised.

1. [Search](#) for a patient.
  2. Click **Show**.
  3. In the Main Menu, click Invoices & Credits.
    - a. The Invoices and Credits screen will display.
  4. Select on **Payment from the Patient** button
  5. A message box will display: How much will the patient be paying? You will be able to select from the following options:
    - a. I will work out how much to receipt from the outstanding balance
    - b. I will receipt a known amount and pay it down afterwards
  6. If selected - "I will work out how much to receipt from the outstanding balance"
    - a. Select the Create Receipt button
    - b. The Outstanding Invoices / Amounts will display
    - c. Enter the Amount to allocate against the record
    - d. The Receipt & Transaction screen will display
    - e. Fill in the relevant information and payment method (utilise the Advance button for more than one payment)
    - f. Once you have added each invoice and allocated each amount, select the one of the following options:
      - i. Create Receipt - this takes you back to the main Invoices ad Credits screen
      - ii. Create receipt and print - this takes you to Statements/summary page for printing. You can also,reverse and reallocate the transactions
  7. If selected - "I will receipt a known amount and pay down afterwards"
    - a. The Receipt & Transaction screen will display
    - b. Fill in the relevant information and payment method (utilise the Advance button for more than one payment)
    - c. Once you have added each invoice and allocated each amount, select the one of the following options:
      - i. Create Receipt - this takes you back to the main Invoices ad Credits screen
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