Reallocations

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Reallocation

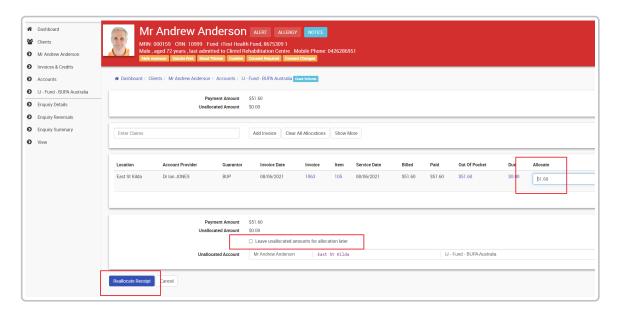
Receipts or Deposits allocated can be reallocated to other invoices if required.

From the patient record

- 1. Click Invoices and Credits
- 2. Select the RECEIPTS tab.
- 3. Click Show next to the receipt to be reallocated
- 4. Click Reallocate Button



- 5. You will now see all the line items and amounts allocated to the receipt.
 - a. Changing the allocated amounts will increase or decrease the amount that will be allocated to this item.
 - b. If the Invoice item you wish to pay is not shown then entering the invoice number in the Enter Claims or clicking Show More will allow you to enter an Opening Balance number.



• Once you are happy with the new allocations, click Reallocate Receipt.