

# Reallocations

Last Modified on 10/06/2021 12:43 pm ACST

## 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

Mr Andrew Anderson

MRN: 000159 CRN: 10999 Fund: TTest Health Fund, 8675309 1  
Male, aged 72 years, last admitted to Clintel Rehabilitation Centre Mobile Phone: 0426286951

Male Assessor Suicide Risk Blood Thinner Codeine Consent Required Consent Changed

Reverse Reallocate Print

Dashboard / Clients / Mr Andrew Anderson / Accounts / IJ - Fund - BUPA Australia Grant Scheme

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.

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Dashboard / Clients / Mr Andrew Anderson / Accounts / IJ - Fund - BUPA Australia Grant Scheme

Payment Amount \$51.60  
Unallocated Amount \$0.00

Enter Claims Add Invoice Clear All Allocations Show More

| Location      | Account Provider | Guarantor | Invoice Date | Invoice | Item | Service Date | Billed  | Paid    | Out Of Pocket | Due    | Allocate |
|---------------|------------------|-----------|--------------|---------|------|--------------|---------|---------|---------------|--------|----------|
| East St Kilda | Dr Ian JONES     | BUP       | 08/06/2021   | 1063    | 105  | 08/06/2021   | \$51.60 | \$51.60 | \$51.60       | \$0.00 | \$1.60   |

Payment Amount \$51.60  
Unallocated Amount \$0.00

☐ Leave unallocated amounts for allocation later

Unallocated Account Mr Andrew Anderson East St Kilda IJ - Fund - BUPA Australia

Reallocate Receipt Cancel

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