Marking an Invoice as Paid

The Invoice Manager may require enabling in the *Invoicing Category* within Edit Application Settings before you can access these features.

There are two ways to mark an invoice as Paid from the Invoice Manager, either by using the **[Mark as Paid]** button at the top of the Invoice Manager window, or within the Edit Invoice window. Both methods are explained below.

Marking an Invoice as Paid Using the [Mark as Paid] **Button**

You can bulk update multiple invoices to Paid using the **[Mark as Paid]** button. This is only applicable for invoices that are currently in the Issued status.

1. To begin, open the Invoice Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Invoice Manager* menu item.
2. From the Invoice Manager, highlight the invoice(s) you want to mark as paid that are currently in the Issued status and select the **[Mark as Paid]** button.
3. A pop-up window displays, asking whether you want to mark the selected invoice(s) as paid. Select the **[Yes]** button.
4.
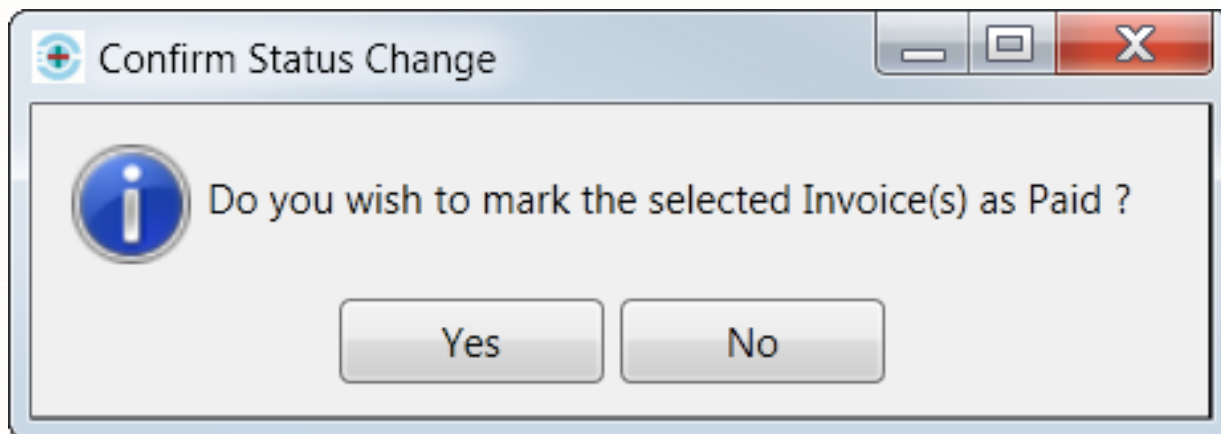
4. The invoice(s) will now be marked as Paid.
5.

Marking an Invoice as Paid Within the Edit Invoice Window

You can only change an invoice status to *Paid* if the invoice is currently in either the Issued or Queried status. You cannot bulk update invoices to Paid within the Edit Invoice window.

See below a full list of which statuses you can amend your invoice to within the Edit Invoice window, depending on your invoice's current status.

Current Invoice Status	Statuses Available within *Status* Drop-Down Menu
Unissued	*Void*
Issued	*Queried, Paid* or *Void*
Queried	*Paid* or *Void*
Paid	*Queried*
Void	*Unissued*

1. To begin, open the Invoice Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Invoice Manager* menu item.
2. From the Invoice Manager, highlight an invoice in the grid and select the **[Edit Invoice]** button. The Edit Invoice form for the selected patient displays.
3. From the *Status* drop-down menu, select the *Paid* menu item.

4. Once all required changes are made, select the **[F10 – Save]** button. The Invoice Manager displays, with the invoice now marked as Paid.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	03 October 2019		Joanne Hibbert-Gorst

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