

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.

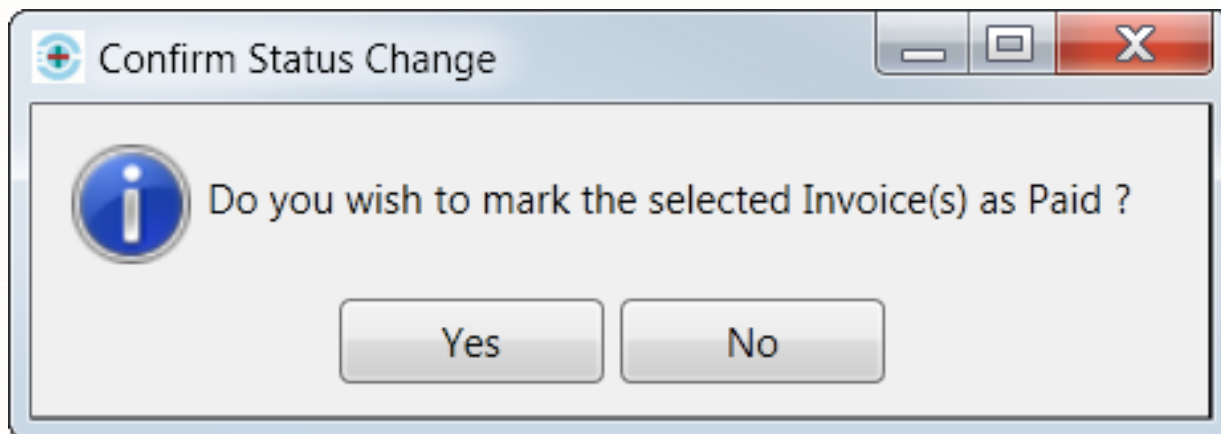
There are two ways to mark an invoice as **Paid** from the Invoice Manager, either by using the **[Mark as Paid]** button at the top of the Invoice Manager window, or within the Edit Invoice window. Both methods are explained below.

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 <i>Status</i> Drop-Down Menu
Unissued	<i>Void</i>
Issued	<i>Queried, Paid or Void</i>
Queried	<i>Paid or Void</i>
Paid	<i>Queried</i>
Void	<i>Unissued</i>

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.

Edit Invoice for patient WAYLONS, Mark (Mr)

WAYLONS, Mark (Mr) DOB 24 Sep 1976 NHS No 999 999 9506 EXEMPT (K) A ✓
 181a Hoplude Road, Watford, Hertfordshire, WD25 7WU Age 41 years 4 months EPS Status ●

Invoice To	Additional Information	Note
ASLAM, A (Prescriber, GP) THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG	Status: Queried (dropdown menu) Tax Point Date: Payment Terms: F7 - Discount: 0.00 % Delivery Charge: £ 0.00 Delivery VAT: £ 0.00	

Buttons: Add Item, Delete Item, Edit Price, F6 - Select Existing Note

Date	Prescribed Drug	Quantity	Price	VAT	Discount	Item Total
23/01/2018	Paracetamol 1000mg tabs	100.00	7.18	1.44	0.00%	8.62

VAT Added No VAT Invoice Total: £ 8.62

Buttons: F8 - Preview, Issue Invoice, F10 - Save, Close

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

Contact us

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