

Marking an Invoice as Queried



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



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

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 Drop-Down Menu</i>
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 *Queried* menu item.

Edit Invoice for patient MASON, Brian (Mr)

MASON, Brian (Mr)
42 Molands Road, Edmonton, London, NW1 4RE

DOB 12 Mar 1975 NHS No 999 999 9662
Age 42 years 10 months EPS Status ●

PAYING A ✓

Invoice To

MASON, Brian (Mr) (Patient)

42 Molands Road
Edmonton
London
NW1 4RE

Additional Information

Status Issued

Tax Point Date

Payment Terms

Discount %

Delivery Charge £

Delivery VAT £

Note

Add Item
Delete Item
Edit Price

Date	Prescribed Drug	Quantity	Price	VAT	Discount	Item Total
23/01/2018	Quetiapine 200mg tabs	60.00	6.70	0.00	0.00%	6.70

VAT Added No VAT

Invoice Total: £

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 Queried.

Revision History

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

Contact us

For more information contact:
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