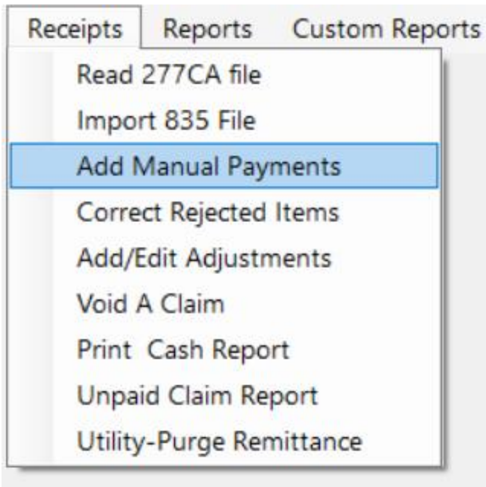
ADD MANUAL PAYMENTS

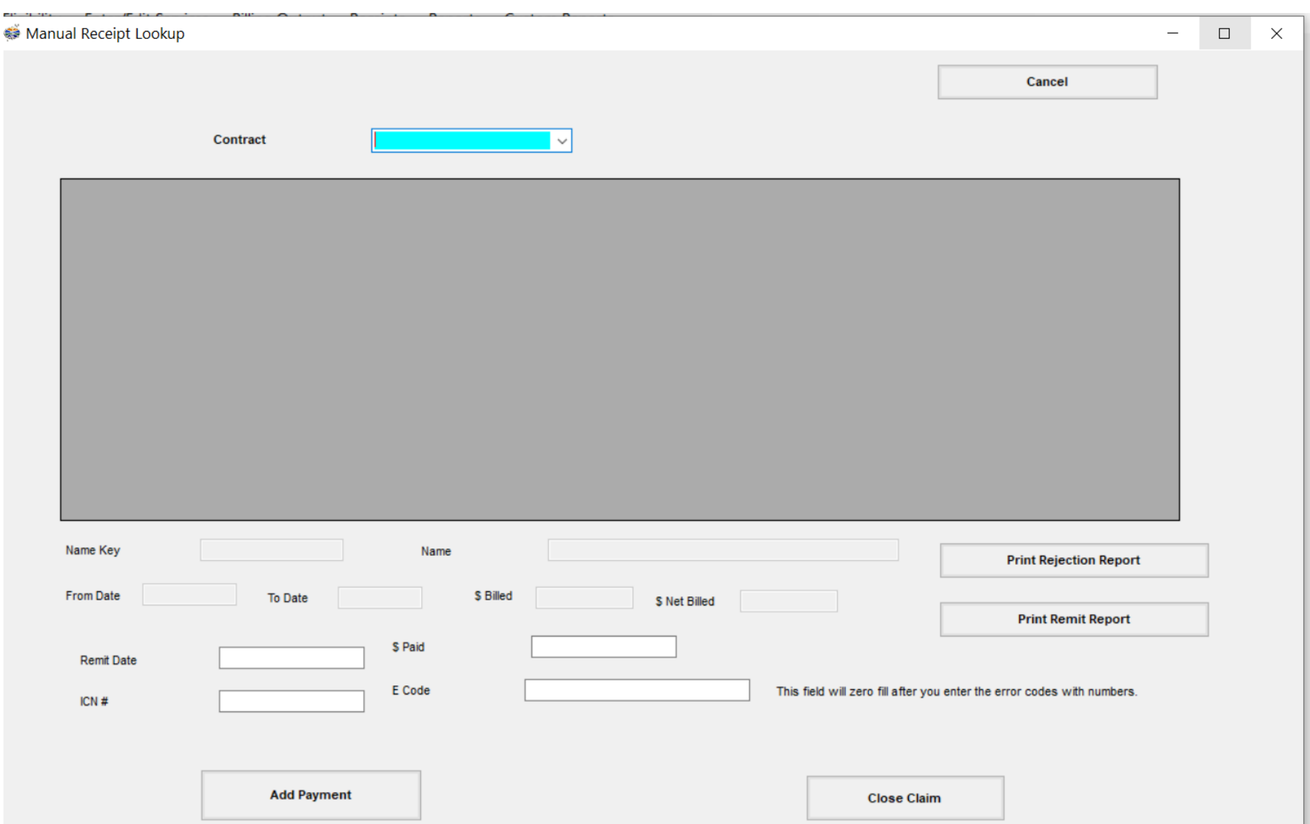
***Adding partial or full payments manually**

***Closing claims so they no longer appear on aging reports**

Go to the Receipts tab and select Add Manual Payments.



First, you will select your contract from the dropdown box:

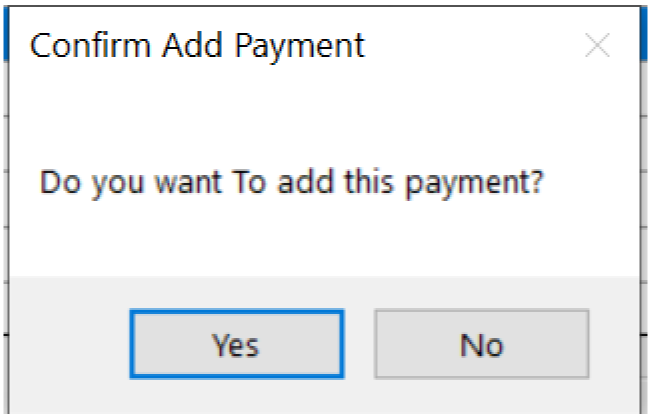


A list will appear with all open claims.

Highlight the person you would like to add the payment to. The $Paid field will auto-fill with the total amount that was billed. You can change this amount if your payment is different from the billed amount.

Fill out your Remit Date, ICN# (if you have one) and E Code. (put one ZERO in this field and hit enter—zeros will auto-fill)

Click the Add Payment button at the bottom of the screen.



Click Yes to confirm the payment.

The claim will now show up as paid in the history file.

If you choose to Close a claim, it will no longer appear on your aging reports: