



MMEEx User Manual

Invoices

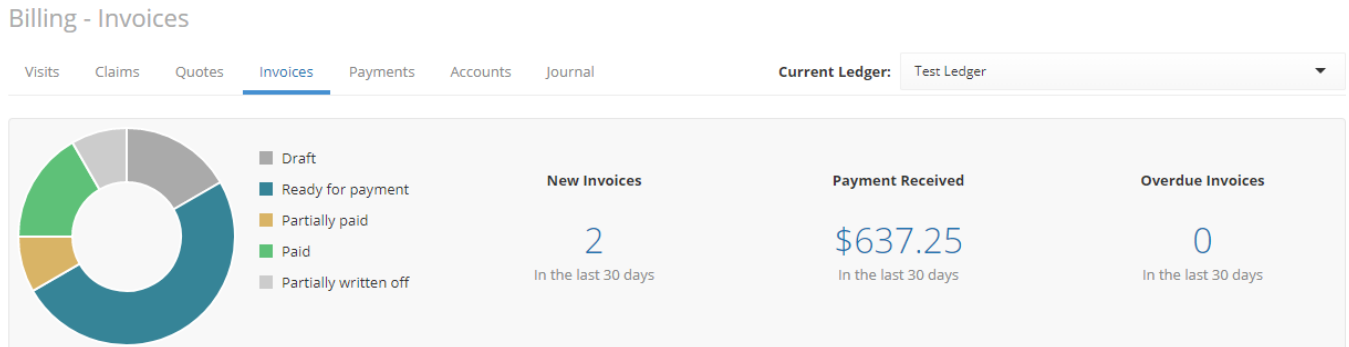
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[Back to Billing](#)

Invoices

The Invoices dashboard displays key information about your invoices at a glance.



Select the ledger that you wish to view invoices for.

The *donut* provides a visual representation of the status of all of your invoices for the past 30 days. Each status is represented by a different colour:

- Draft
- Ready for payment
- Partially paid
- Paid
- Written off
- Partially written off

Invoices are displayed in a table with the following columns:

- Issue Date
- Due Date
- Reference
- PO Number
- Billing Type
- To
- Account
- Status
- Total Amount
- Reconciled Amount
- Edited By

The table may be sorted by clicking on a column title. First click will sort A-Z, second click will sort Z-A

You may also use a range of filters to refine the data in the Invoices table.

- Keyword Search
- Status
- Billing type
- Account search

- Date Range

All statuses
Advanced
+ Add new invoice

Account Date From Date To

Clear
Export

Introduction to Invoices



Video

Add new Invoice

Select the ledger you wish to add the invoice to and click on **Add new invoice**.

Create Invoice

PO Number

Account Ledger

Need to create a new account? [Click here first](#)

Billing type Issued Due

Invoice to Invoice from

Select the:

- account you wish to create the invoice against

- Billing type
- issue date
- due date
- Purchase Order number if required.

When the account is selected, the default invoice recipient details will populate the *invoice to* fields.

Adding Billing Items

Billing Item

Select the Billing items that you wish to apply to the invoice. These may be pre-configured items, or you may add a custom item from this page.

When selecting a billing item, you will be shown an *Edit Billing Item* window where you can alter the amount to be paid, the GST component as well as view the full item description.

Custom Item

For a custom item, click add Custom item and complete each field.

Code
1

Name
Orthotics

Amount
\$ 275.00

Quantity
1

Total Amount
\$275.00

GST
No GST \$0.00

OK Cancel

Gap Payments

To record an item where there is a gap between the medicare rebate and the charge fee, enter the charged fee in the *total amount* field.

Add a Visit to an Invoice

To add the details of a particular visit to the invoice, click on **Add New Visit**, or **Add Existing Visit**.

Billing Items

Please choose the items billed in this invoice by s

Visits

+ Add New Visit
🔍 Add Existing Visit

Click **Add New Visit** to open a window that allows you to create a visit, recording details including provider details, duration, treatment location and add billing items.

Click **Add Existing Visit** to be shown a list of previously registered visits. The list may be refined by using the keyword search field.

Add Existing Visit
✕

Date ▾	Patient	Provider No.	Doctor	\$
✓ 07/12/2017 6:01 PM	Bart Simpson		Dr Albert Marie	\$207.00

✔ OK
✕ Cancel

From the list select the visit you wish to invoice for by clicking on the visit to highlight it, then click **Ok**.

Items added will display at the bottom of the screen.

Code	Name	Rebate Amount	Total Amount
1	Orthotics	\$0.00	\$275.00
109	Initial specialist ophthalmologist paediatric attendance referred consultation in a single course of...	\$163.90	\$163.90
		\$163.90	\$438.90

Click **Save Invoice**

You will see the Invoice “breadcrumbs” across the top of the screen, with the invoice in *draft* format and an invoice number applied.

Create Invoice

Invoice saved - The invoice has been saved

Reference
INV-170418-87-2293

If the Invoice is ready for payment, click **ready for payment**

Create Invoice

Invoice saved - The invoice has been saved

Reference
INV-170418-87-2293

Invoice Number Generation

When you create an invoice, a unique invoice number is generated. the number displays in the top left corner of the invoice. The Invoice number is generated following the format:

Reference
INV-171027-2-6311

- Type: INV
- Date: YYYYMMDD
- Sequence: Number of invoice that day
- Random number: Four digit randomly generated number to ensure that no two invoices can have the same reference number.

Invoice status

At the top of each screen of an open invoice (quote or payment) you will see “breadcrumbs” that quickly indicate the status of the invoice in terms of status and payment.

Create Invoice



Reference

INV-170418-87-2293

Create Invoice

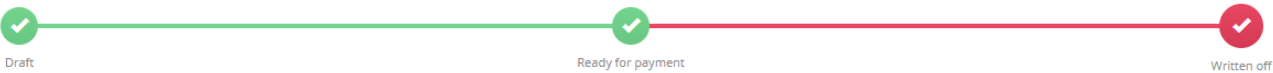


Reference

INV-170418-87-2293

Edit Invoice

Invoice saved - The invoice has been saved



Reference

INV-171031-104-1155

Paying an Invoice

Scroll down the invoice to the Payment section.

Payment

Amount

Payment method

Payer name

Comments

The payment amount will default to the total amount outstanding on the invoice. If the patient is not paying the entire invoice At one time, partial payments can be made. Enter the amount that the patient is paying towards the balance of the invoice.

- *Set to outstanding* sets the amount as the total outstanding balance for the invoice.
- *Set to gap* - sets the difference between the schedule fee rebate amount and the total fee (i.e.-the gap) as the payment amount.

Record the payment method - options include:

- Cash
- Cheque
- EFT
- Credit Card
- Other - free text field will open

You may also record the Payer name or add a comment.

Click **Make Payment** to record the payment as being made.

Payment History				
Date	Payment Method	Status		Amount
18/04/2017 3:59 PM	Cash	Open	<input type="checkbox"/> Mark as Reconciled <input type="button" value="Void Payment"/>	\$99.65

Payments made will display in the Payment History. Click on **Mark as reconciled** to reconcile the payment

Reconcile payment ✕

Amount
\$99.65

Date
18/04/2017

Payment Method
Cash

Reconcile Time
Enter when the payment was reconciled. This could be earlier than today

18/04/2017 4:02 PM

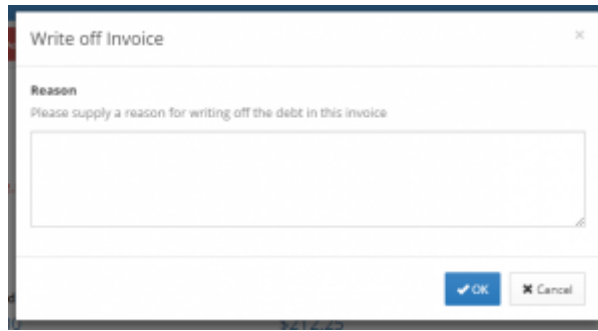
Write Off an Outstanding Debt

To write off the outstanding amount, click **Write Off Outstanding Debt**. This will void and remove the entire outstanding debt from the account.

Reference
INV-171031-104-1155

To write off part of the outstanding debt, record the amount that is being paid as a payment and reconcile the payment. Then click **Write Off Outstanding Debt** to void the remaining debt.

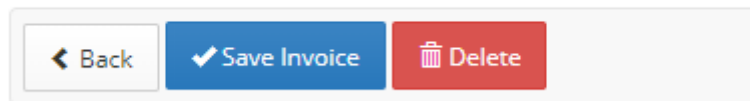
You will be asked to provide a reason for writing off the debt.



Deleting an Invoice

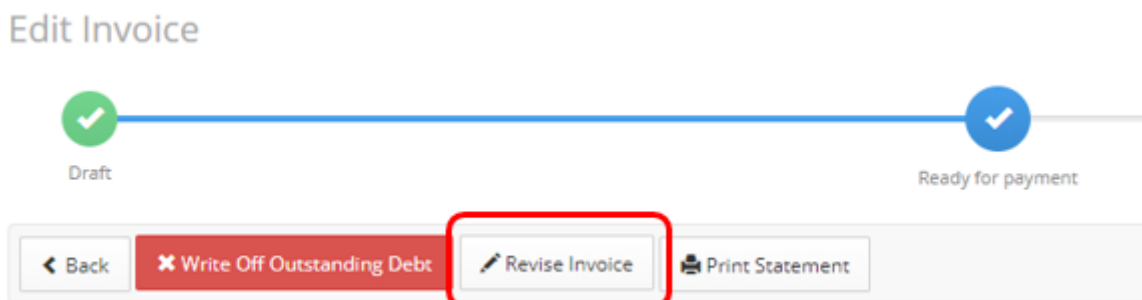
Draft Status

If the invoice is in *Draft* status it is yet to be finalised and can be easily deleted. Open the invoice and click the delete button.

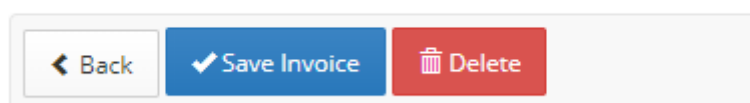


Ready for Payment Status - no payment recorded

If the Invoice is in *Ready for Payment* status, it has been finalised and needs to be put back to draft status before it can be deleted. Open the invoice and click Revise Invoice,

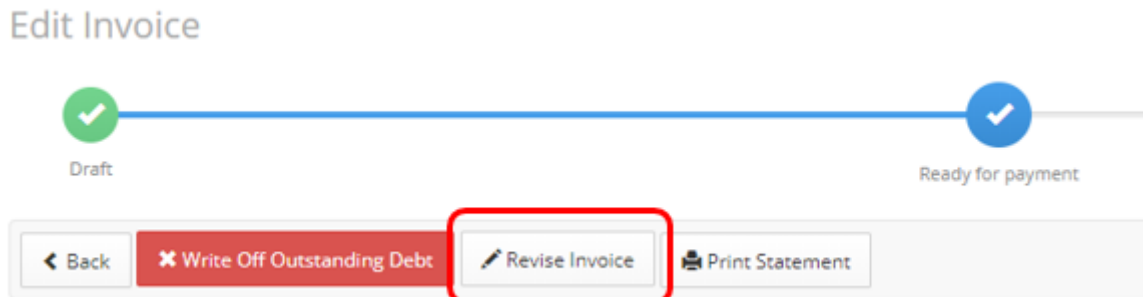


then click the delete button.



Ready for Payment Status - payment recorded

If the Invoice is in *Ready for Payment* status and has had a payment recorded but not reconciled, the payment needs to be removed before putting the invoice back to draft status so it can be deleted. Open the invoice and click **Revise Invoice**,

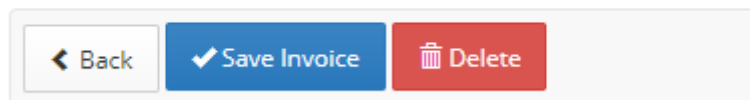


Click **Void Payment**

Payment History

Date	Payment Method	Status		Amount
08/06/2018 10:26 AM	Cash	Open	View Details... Void Payment Mark as Reconciled	\$16.95

then click the **Delete** button.



Partially Paid or Paid Status

If the invoice is in *Partially paid* or *Paid* status then the payment has been reconciled - confirmed as received into the financial system and cannot be removed.

This means that you cannot delete the invoice.