Manually Associate Receipts

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In some scenarios, you may need to use your own receipt. For example, if the remittance advice was posted or emailed to the practice instead of being sent to Zedmed. You will need to create a receipt in Zedmed for the remittance advice, and enter that receipt number into the **Receipt IDs** field.

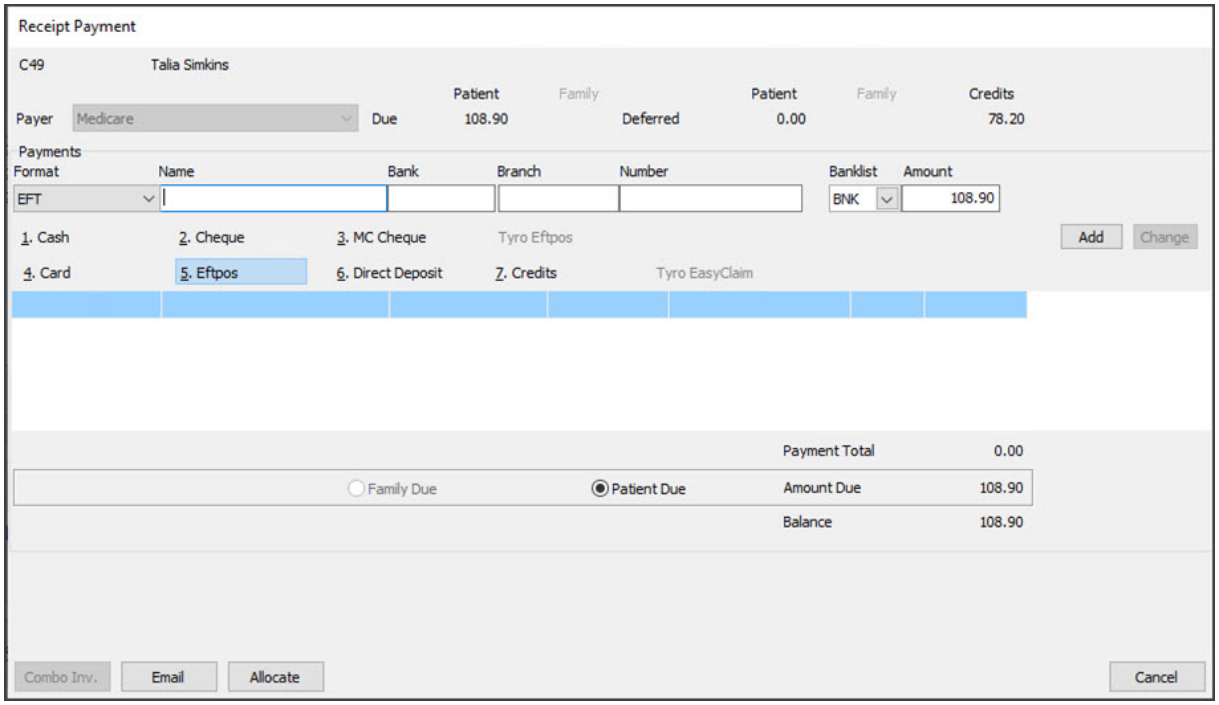
> **Caution**: This option is for a physical receipt that needs to be entered into Zedmed so you can associate it with an invoice.

To associate your own receipt:

1. Go to Zedmed's **Management** tab.
2. Select **Claims.**
3. Select the **Payment** tab.
4. Locate the invoice you received the posted remittance for.
5. Note down that invoice's number.
6. Go to Zedmed's **Management** tab.
7. Select **Debtors > Find Invoice**.
8. Enter the invoice number.
9. Select **Find**.

   This will show the invoice in the patient's Account Enquiry screen.
10. Select **Receipt** from the bottom menu.

    The **Receipt Payment** screen will open.
11. Note the receipt number.
12. Select **Add**.
13. Select **Allocate**.
14. Select **Fully Receipt**.
15. Select **Close** to exit.



16. Return to the **Claim Status Payment** tab.
17. Locate and select the invoice.

    It will show $0 outstanding.
18. Select the **Manually Associate Receipts** button.

    The **Manually associate receipts** dialog will open.
19. Enter the number of the receipt you created into the **Receipt IDs** field.
20. Select **OK.**

