

Receipt ECLIPSE payment for a voided invoice (Fund payer)

Version: 1.01 | Last Modified on 20/04/2026 11:20 am AEST

For ECLIPSE billing, the Health fund or Patient can be the payer. The instructions below are relevant to scenarios where you need to **manually receipt** an ECLIPSE payment for a voided invoice - and the **Health fund is the payer**.

Shortcuts to specific sections:

- [Step 1 - Create a replacement invoice:](#)
- [Step 2: Option A - Receipt the invoice using Acc Enquiry](#)
- [Step 2: Option B - Receipt collective invoices using Account Payers Details](#)
- [Step 3 - Manually Associate Receipts](#)

When payments are received for ECLIPSE claims, a single Payment ID may cover invoices for multiple patients. If a payment has been received for a **voided invoice** and it is a **valid payment**, a replacement invoice needs to be created. All invoices for the Payment ID may be receipted:

- individually through each patient's Account Enquiry, or
- collectively through the Account Payers Details, Payment Allocation screen.

The final step is to use the **Manually Associate Receipts** functionality in the **Claims** screen to enable the reconciliation of the full payment.

Step 1 - Create a replacement invoice:

1. Go to Zedmed's **Management** tab.
2. Select **Claims**.
3. Select the **Payments** tab.
4. Double-click the applicable **Payment ID** with the voided invoice to display it in the Claims tab, **expand the ID** and take a screenshot or use the **Print Report** button.
5. **Right-click** on the patient name with the voided invoice (\$0 in the Outstanding column) and select **Patient Details**.
6. Using the **Bill** menu, create a replacement invoice using the details (service date, items) of the original invoice, ensuring that the Health fund is the Payer.
7. **Suppress** the invoice.

Step 2: Option A - Receipt the invoice using Acc Enquiry

1. In the patient's **Acc Enquiry**, ensure the Payer is the Health fund, note the invoice number you have just created.
2. Select the invoice and select the **Receipt button**.
3. On the Receipt Payment screen, select **Direct Deposit**.
4. Choose the **Banklist** that the payment was made to.

5. **Change the amount** to reflect just this patient's payment.
6. Select **Add**.
7. Select **Allocate**.
8. Locate the replacement invoice and select **Fully Receipt**.
9. **Note the Receipt number** allocated to this invoice.

Use the steps above to individually receipt the remaining patient invoices in the Payment ID and then follow the steps to **Manually Associated Receipts**.

Step 2: Option B - Receipt collective invoices using Account Payers Details

1. Go to Zedmed's **Management** tab.
2. Select the **Debtors, Account Payers**.
3. Search for the Health fund.
4. Select the **Payment Allocation** button at the bottom left.
5. The Third Party Account Enquiry/Allocation screen will open.
6. Adjust the **date range** to display the relevant invoice period, select **Go**.

Third Party Account Enquiry/Allocation

Payer: NIB

Display Invoices: <All> Invoice Only Full Details

Account Payer Credits: 0.00 Allocation ...

Recalculate

Curr: 477.30 30- 500.00 60- 0.00 90- 700.00

Outstanding Invoices: From 25/04/2025 To 23/09/2025 Go

Invoice#	Date	Patient	HIC	CLM#	Br	Dr	Value	Outstanding
> - I 40809	23/09/2025	SIMKINS, TALIA		22082	MED	MK	127.30	127.30
> - I 40772	25/08/2025	SIMKINS, TALIA			MED	AE	350.00	350.00
> - I 40770	14/08/2025	SIMKINS, TALIA		20782	MED	AE	500.00	500.00
> - I 40726	16/06/2025	SIMKINS, TALIA		19855	MED	PD	200.00	200.00

40772 is the replacement invoice for the voided one

Adjustment Re-Invoice Payments Receipt Bulk Bill Send BB Consent View BB Consent View Invoice Email Invoice Print Email Statement Close Help

7. Listed will be the outstanding invoices for the Health fund for **one or multiple patients**.
8. Select **Receipt**.
9. On the **3rd Party Receipt** screen, select **Direct Deposit**.
10. Choose the **Banklist** that the payment was made to.
11. In the **Amount** field enter the **full amount** of the Payment ID.
12. Add the **Pay Date** and other relevant details
13. Select **Add**.
14. Select **Allocate**.
15. On the Allocation screen, select the newly created invoice and select **Fully Receipt**. Do this for the remaining invoices in the Payment ID.
16. Select **Close**.

If a dialog appears asking to allocate remaining credits, select **No**.

Payer: NIB

Recalculate

Curr: 477.30 30+ 500.00 60+ 0.00 90+ 700.00

Outstanding Invoices: From 25/04/2025 To 23/09/2025 Go

Invoice#	Date	Patient	HIC	CLM#	Br	Dr	Value	Outstanding
> - I	40809	23/09/2025	SIMKINS, TALIA					
> - I	40772	25/08/2025	SIMKINS, TALIA					
> - I	40770	14/08/2025	SIMKINS, TALIA					
> - I	40726	16/06/2025	SIMKINS, TALIA					

Allocation

Payer: NIB Account Payer Credits: 0.00 On 1 Payment

Receipt #: 583 On 23/09/2025 Banked 977.30 Unallocated Payment 0.00

Transaction

Invoice#	Date	Patient	HIC	CLM#	Br	Dr	Value	Outstanding
40809	23/09/2025	SIMKINS, TALIA					127.3	0.00
	11/09/2025	104 Specialist, referred consultatio					GST PD	127.3
	23/09/2025	<583>					PD	-127.30
40772	25/08/2025	SIMKINS, TALIA					MED AE	350.0
	15/08/2025	304 Professional attendance by a con					PD	100.0
	23/09/2025	<583>					PD	-100.00
	20/08/2025	306 Professional attendance by a con					PD	150.0
	23/09/2025	<583>					PD	-150.00
	25/08/2025	304 Professional attendance by a con					PD	100.0
	23/09/2025	<583>					PD	-100.00
40770	14/08/2025	SIMKINS, TALIA					MED AE	500.0
	14/08/2025	104 Specialist, referred consultatio					GST PD	500.0
	23/09/2025	<583>					PD	-500.00
40726	16/06/2025	SIMKINS, TALIA					MED PD	200.00

Value: 500.00 Allocated 500.00 Outstanding 0.00

Buttons: Fully Receipt, Partly Receipt, Close, Cancel, Help

Branch 1 PDAVIS

The same receipt number will be allocated to each invoice, note this number.

Step 3 - Manually Associate Receipts

1. Return to the **Claims** screen.
2. Select the **Payments** tab.
3. Select the applicable **Payment ID** checkbox.
4. Select **Manually Associate Receipts**
5. On the dialog box enter the **receipt number/s** separated by a comma.
6. Select **OK**.

Claim Status

Refresh Default View Expand All Collapse All Reconcile Payments Manually Receipt **Manually Associate Receipts**

Claims Payments

From 16/09/2025 To 23/09/2025 Payer <ALL> Treating Doctor <ALL> Show New Show Received Payment ID Claim ID

Payment ID	Payment Date	Status	Payer / Branch	Run Number / Doctor	Paid	Outstand...	BSB
<input checked="" type="checkbox"/> 26089	23/09/2025					\$0.00	062290

Manually associate receipts

Receipt IDs: 583

OK Cancel