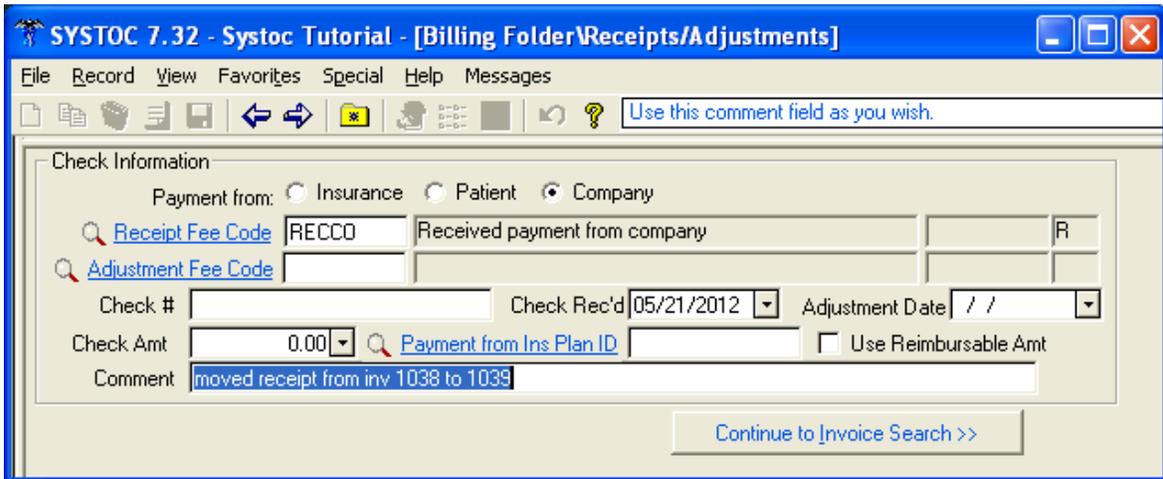


Moving a Receipt from One Invoice to Another

Description of problem: If a receipt was entered on one invoice and it should actually have been entered on another, the money can be moved from the incorrect one to the correct one without having to enter voids or adjustments.

Resolution:

- 1) Billing Folder\Receipts/Adjustments
- 2) Enter the same Receipt information that was entered originally on the invoice you're moving money from (receipt fee code and depending on SYSTOC version Payment from information)
- 3) Enter the same Check Rec'd date that was entered originally on the invoice you're moving money from
- 4) Do not enter anything in the Check Amt field
- 5) You may enter a Comment in the Comment field – "moved receipt from Inv# to Inv#"



SYSTOC 7.32 - Systoc Tutorial - [Billing Folder\Receipts/Adjustments]

File Record View Favorites Special Help Messages

Use this comment field as you wish.

Check Information

Payment from: Insurance Patient Company

Receipt Fee Code RECCO Received payment from company R

Adjustment Fee Code

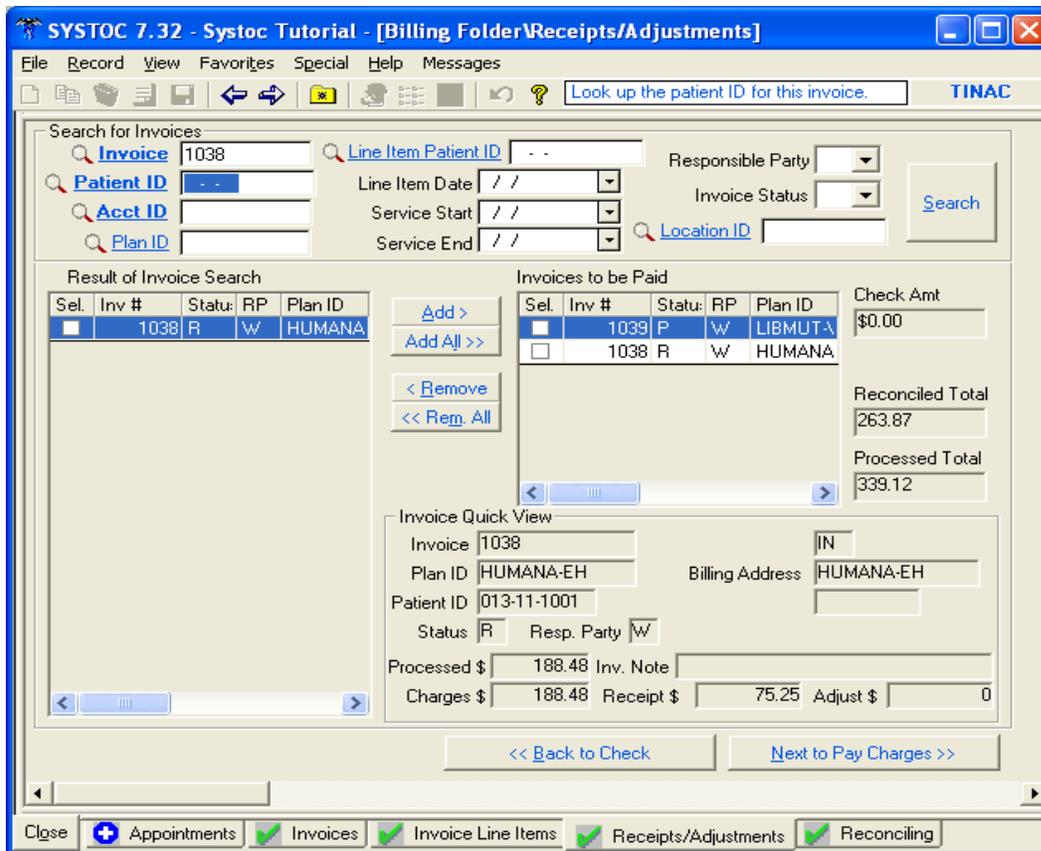
Check # Check Rec'd 05/21/2012 Adjustment Date / /

Check Amt 0.00 Payment from Ins Plan ID Use Reimbursable Amt

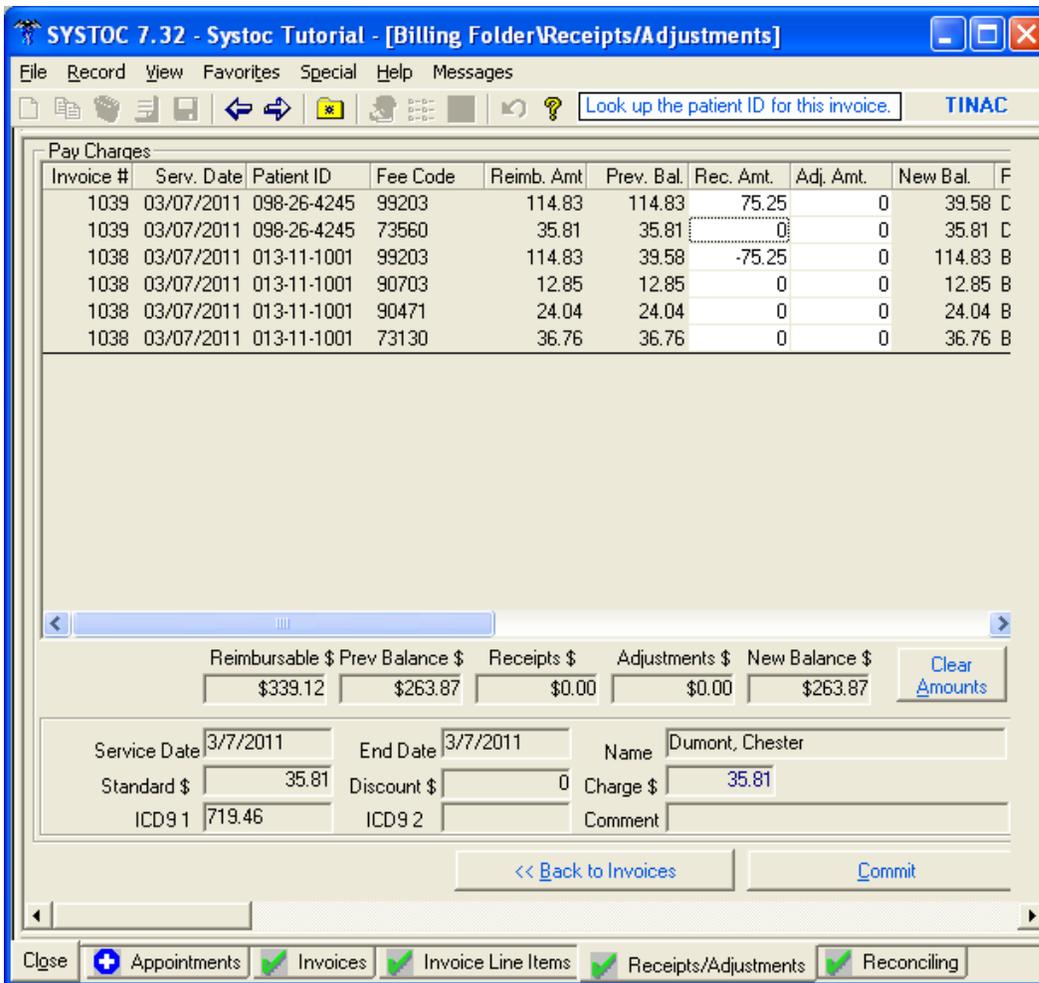
Comment moved receipt from inv 1038 to 1039

Continue to Invoice Search >>

- 6) Click on the Continue to Invoice Search button. You will see a message that "The Check amount is Zero" and you will select No to continue.
- 7) On the Invoice search screen, select both the invoice the money is on and the invoice the money will be moved to



- 8) Select Next to pay Charges
- 9) Select the Clear Amounts button
- 10) On the line item(s) on the old invoice, enter a negative receipt dollar amount
- 11) On the line item(s) on the correct invoice, enter a positive receipt dollar amount



12) Commit charges

13) In Billing Folder/Batch Reconciliation there will be two entries: one for both invoices with one having the negative amount and the other with a positive amount.

