

# How to Post Payment- Generic Retail Sale Account

From the Patient Search Screen:

Type in Quick Lookup: Generic, Retail Sale

Account will pull up, click on the "Financial" tab

Click on an invoice number, located under the Inv#

At this point the invoice you clicked on will pull up

Click on the "Items" tab

You will see the Item, what the patient paid, etc.

Also, you will see a bright red x

Click on the pencil to the far left (same line as the red x)

Now you are in the Payment screen

Click the "Post" tab

Click "Yes" you want to post