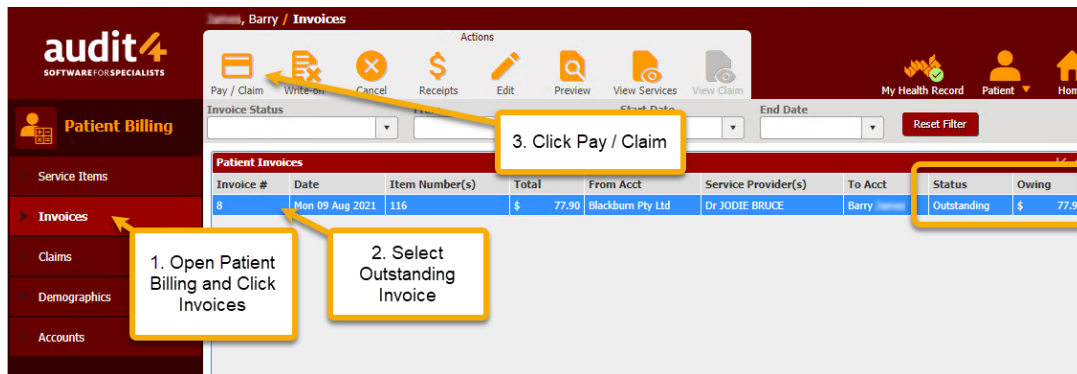


# Audit4 Billing – Processing a Payment

1. Find the outstanding invoice. If Invoice is already created but not paid it will have **Status = Outstanding**. If it doesn't exist then create Invoice from existing Service Item.
2. Select the Invoice that is outstanding that is to be paid.
3. Click **Pay/Claim** button on the ribbon



4. Select the correct **Payment Method** and click **Process**.  
**Golden Rule 1:** Do not start processing a payment until the following is on your screen:



NB: When the **Payment Method** is **Tyro**, you will be presented with the Tyro processing dialogue instead. Note MOTO payments are also done using the **Tyro Payment Method**.

5. At this point you process the payment and ensure the **Payment Method** and **fee** shown is correct. If the patient's card for an EFTPOS payment is declined, you can **Cancel** to change the **Payment Method**.
6. **Golden Rule 2:** Only after successful payment by the patient, tick as shown below then click **OK**



Strictly adhering to this process will ensure that Audit4 and the real world will always be in synch.