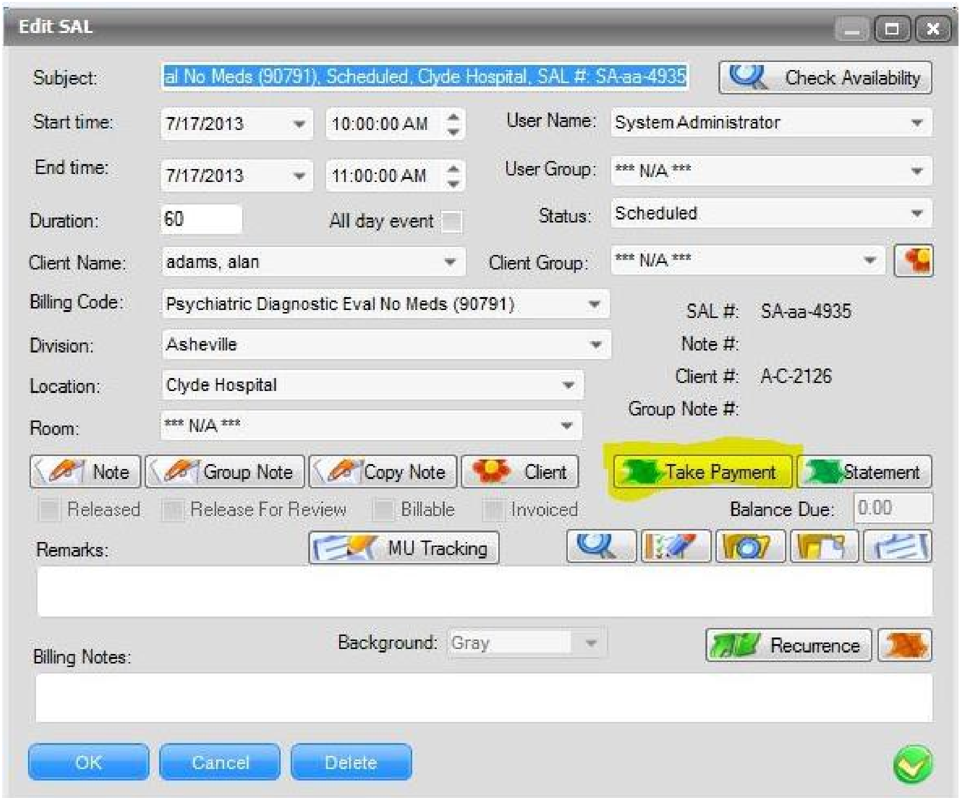
Take a Payment Quick Guide:

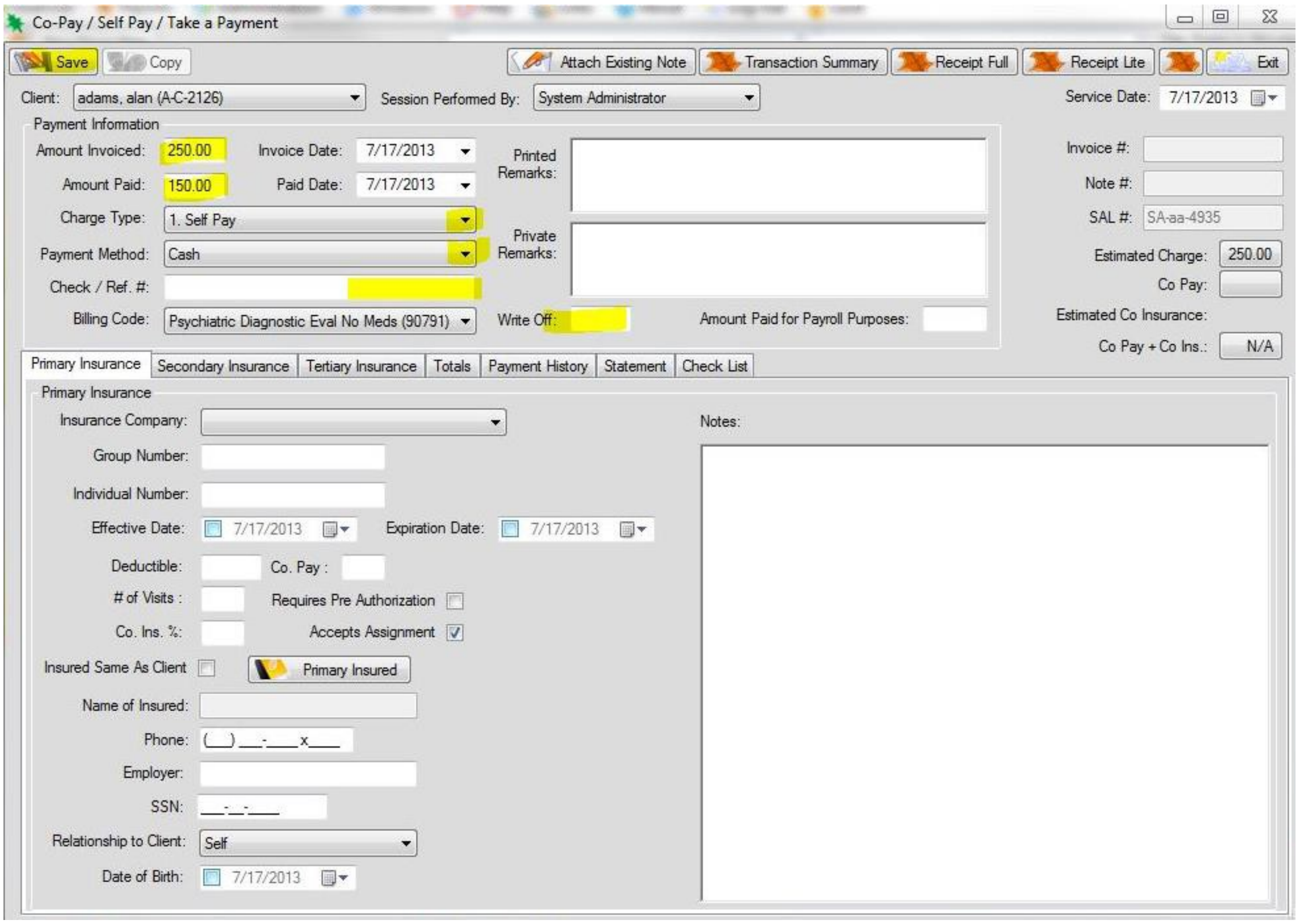
One of the easiest ways to take a payment is from the scheduled appointment in the My SAL Calendar.

Double click on an existing appointment and the **Edit SAL** screen will appear. Click on the highlighted **Take Payment** button.



This pop up window will appear:

Select the type of payment and click **Ok** to take a new payment for this session. The **Take a Payment** screen will appear (below). The highlighted areas are required and the **Check/Ref#** is set up for your office. If you know there will be a **Write Off**, the amount can be entered here. Once you have made all entries, click **Save** in the upper left hand corner.



Once saved, the **Invoice #** and **SAL #** will populate on the right side of the above screen. You can also print a receipt for the patient. Below is a screen print of the posting for the above transaction.

Today's Totals

Paid Date:	07/17/2013	Amount Charged Today:	$	250.00
Charge Type:	1. Self Pay	Amount Paid Today:	$	150.00
Payment Method:	Cash	Today's Balance:	$	100.00
Ref #:				

After you finish, click **Exit**, which will take you back to the first screen. Click **Ok** and the payment for the client has been posted for this session.