## BILLING

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| --- | --- |
| User Name: ……………………………………………. | Trainer Name: Ruchira Ariyasinghe |
| User Sign. : ……………………………………………. | Trainer Sign. : ……………………………………………. |

**NEW BILL**

**Table

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* This option is use to generate the bill for client
* Select the date criteria
* Select the client and click on **Generate bill** button.
* **Show Bills** will show existing bill for selected client and date.
* **Generate New** will load all not billed patients.
* Click on **save** button to save the bill.

**EDIT BILL**

Graphical user interface, table

Description automatically generated

* Select the date criteria
* Select the client and click on Show Bills.
* All bills get load into Bill no box
* Select the Bill No and click on show details.
* Click on Print button to print the bill
* Click on Delete button to delete the bill.

**ACCEPT PAYMENTS**

**A picture containing graphical user interface

Description automatically generated**

* Select the date criteria
* Select the client and click on **Show bills** button.
* Select the bill No and click on **Show details** button
* Select the mode of payment.
* Enter the amount and click on **Accept payments** button.

**PRINT BILL**

**Graphical user interface, text, email

Description automatically generated**

* Select the centre and month.
* Click on Load button to view bills
* Select the bill and click on Print Button to print the bill.