**Date: 11/8/16**

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**Process to Post Invoices to the CLOUD**

* Copy first tab of the patient billing excel to new excel file (patient billing excel is on the “**L**” drive in the “**Patient Billing**” folder
  + Save the file as a **“text (Tab delimited) (\*.txt)** in the “**Invoices**” folder on the “**Z**” drive and overwrite the existing “**Invoices.txt**”
* Make sure to upload the **Invoices** folder (on Z drive) using **FileZilla** at the end of the day and chose to overwrite existing file.
* If you want to immediately post the invoices, after uploading to the CLOUD run the following link:

[**https://www.amxemr.com/billingImport.php**](https://www.amxemr.com/billingImport.php)