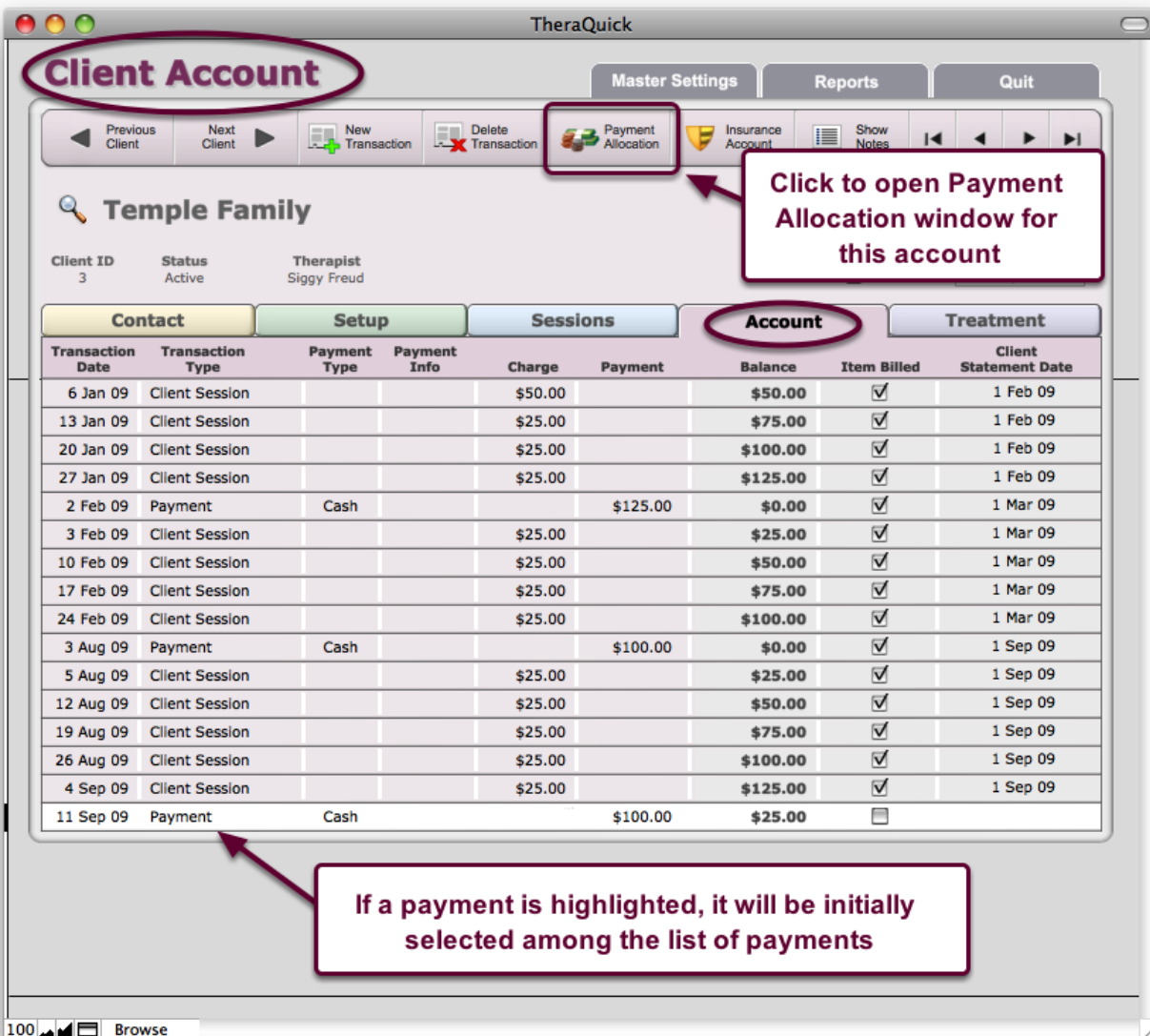


# Allocating Payments to Session Charges

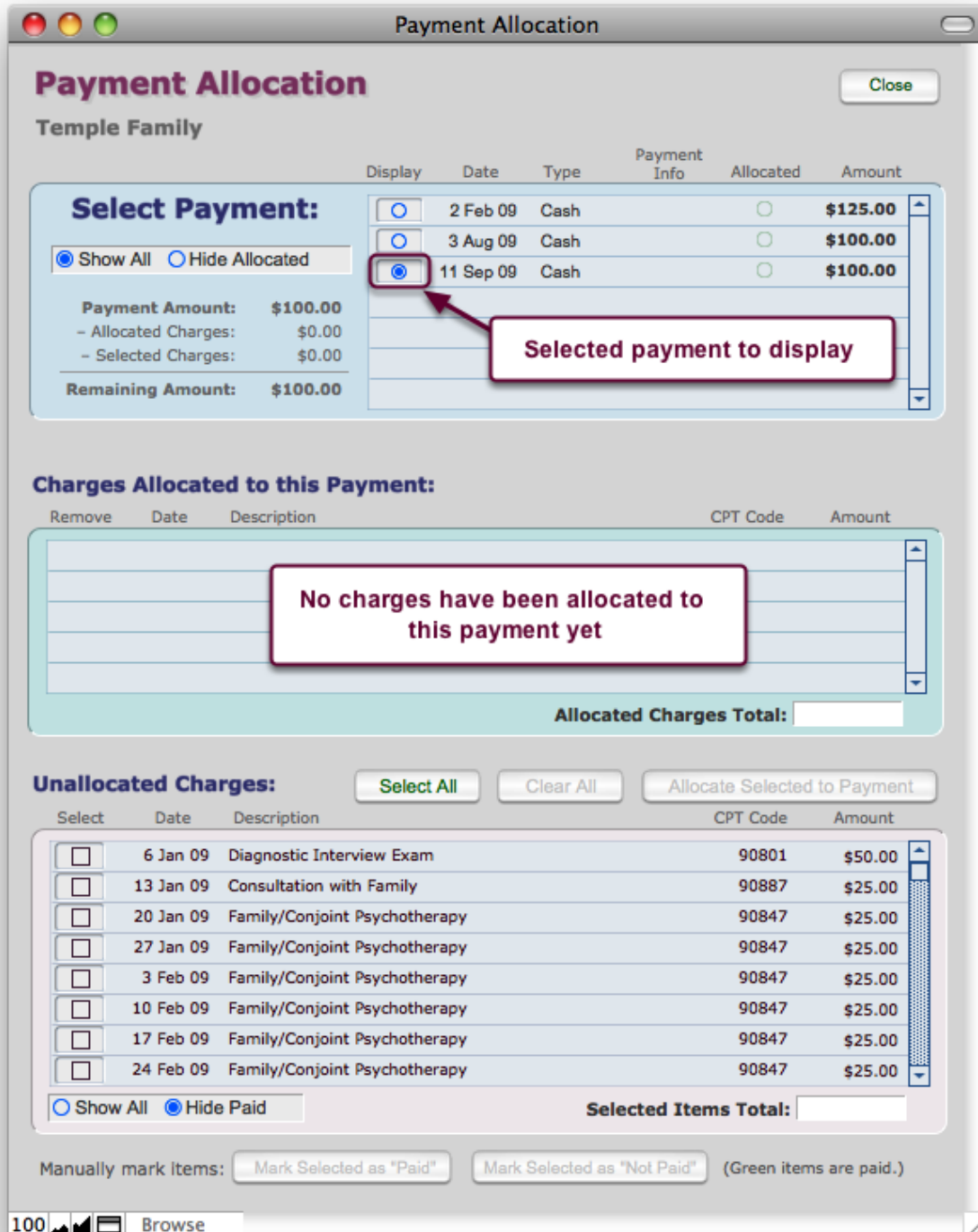
Using the Payment Allocation capability to allocate client or insurance payments to specific charges in their respective accounts, or to independently mark session charges as "paid."

**A new "Payment Allocation" button has been placed in the Function Toolbar in all the accounts layouts**



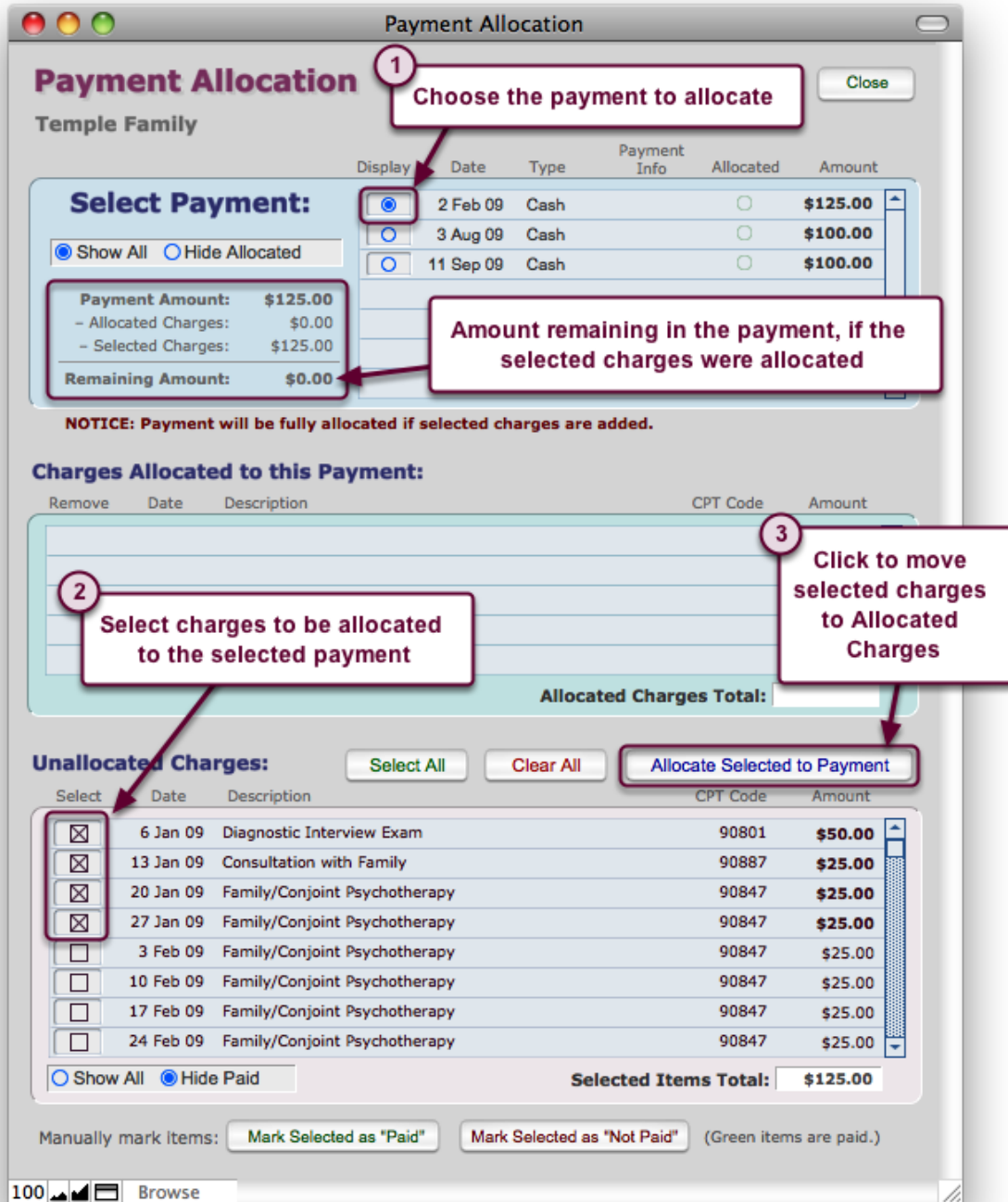
Navigate to the account you wish to manage. Click "Payment Allocation" in the function toolbar to open the Payment Allocation window. If a payment is the currently highlighted transaction, then that payment will automatically become the selected one when the Payment Allocation window opens.

The Payment Allocation window shows all the payments in the current account



Initially, if no payments have been allocated, no session charges will be listed in the "Charges Allocated to this Payment" portal, and all the session charges will be displayed in the lower "Unallocated Charges" list.

Select charges for allocation to a payment



**Payment Allocation**  
Temple Family

**1 Choose the payment to allocate**

Display	Date	Type	Payment Info	Allocated	Amount
<input checked="" type="radio"/>	2 Feb 09	Cash		<input type="checkbox"/>	\$125.00
<input type="radio"/>	3 Aug 09	Cash		<input type="checkbox"/>	\$100.00
<input type="radio"/>	11 Sep 09	Cash		<input type="checkbox"/>	\$100.00

**Amount remaining in the payment, if the selected charges were allocated**

Payment Amount: \$125.00  
 - Allocated Charges: \$0.00  
 - Selected Charges: \$125.00  
 Remaining Amount: \$0.00

**NOTICE: Payment will be fully allocated if selected charges are added.**

**Charges Allocated to this Payment:**

Remove	Date	Description	CPT Code	Amount
<b>Allocated Charges Total:</b>				

**2 Select charges to be allocated to the selected payment**

**3 Click to move selected charges to Allocated Charges**

**Allocate Selected to Payment**

**Unallocated Charges:**

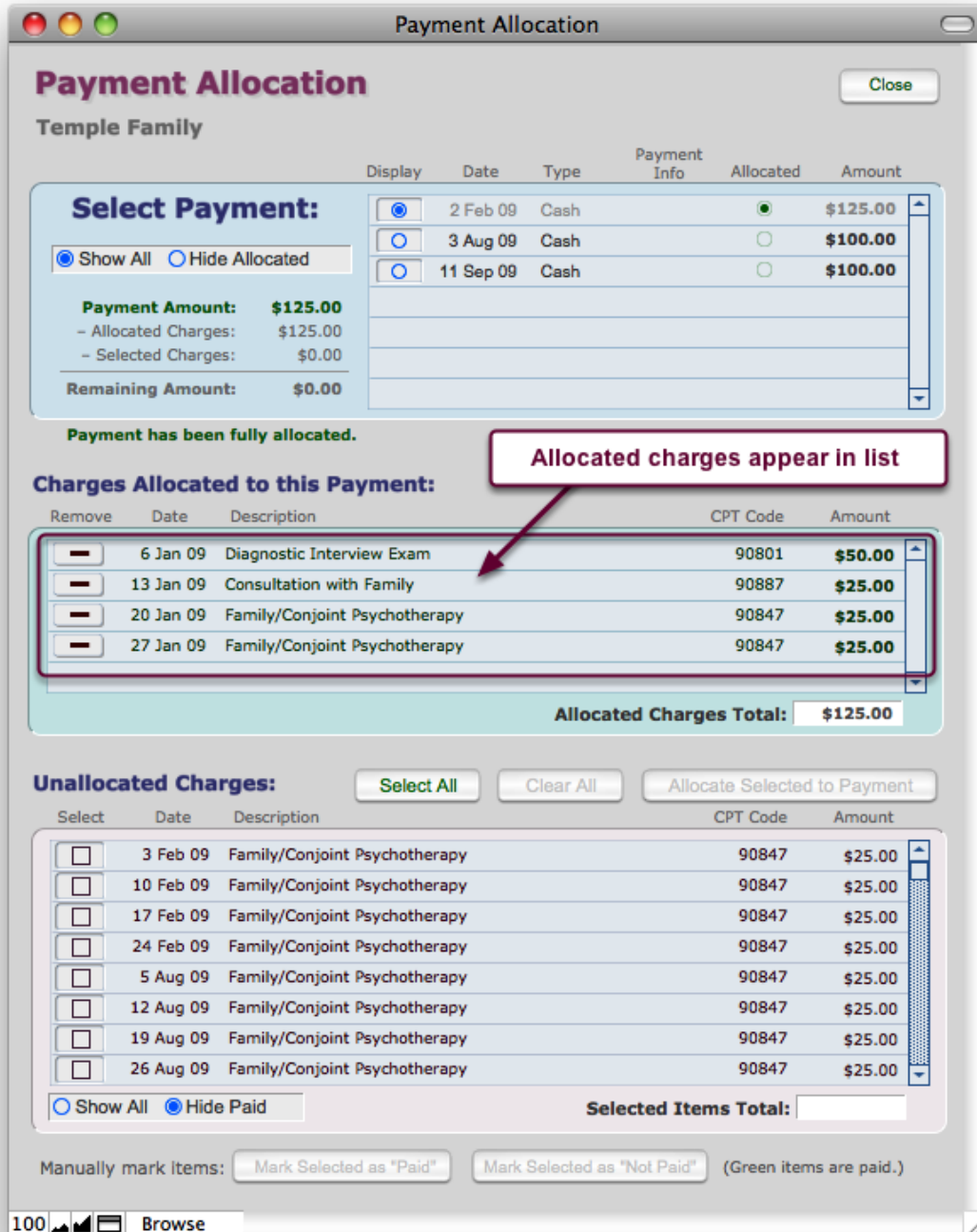
Select	Date	Description	CPT Code	Amount
<input checked="" type="checkbox"/>	6 Jan 09	Diagnostic Interview Exam	90801	\$50.00
<input checked="" type="checkbox"/>	13 Jan 09	Consultation with Family	90887	\$25.00
<input checked="" type="checkbox"/>	20 Jan 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input checked="" type="checkbox"/>	27 Jan 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	3 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	10 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	17 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	24 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00

**Selected Items Total: \$125.00**

Manually mark items: **Mark Selected as "Paid"** **Mark Selected as "Not Paid"** (Green items are paid.)

Click on the "Display" button to select a payment to allocate. Then, check the "Select" boxes for the charges you wish to allocate to the selected payment. As you add charges to your selection, balances are updated showing totals for the selected charges. When the Remaining Amount is zero, the payment will be fully allocated. (You are permitted to allocate an amount that does not exactly match the payment amount, if necessary.)

**Perform the allocation of the charges to the payment**



**Payment Allocation** [Close]

Temple Family

Display	Date	Type	Payment Info	Allocated	Amount
<input checked="" type="radio"/>	2 Feb 09	Cash		<input checked="" type="radio"/>	\$125.00
<input type="radio"/>	3 Aug 09	Cash		<input type="radio"/>	\$100.00
<input type="radio"/>	11 Sep 09	Cash		<input type="radio"/>	\$100.00

**Select Payment:**  
 Show All  Hide Allocated

**Payment Amount: \$125.00**  
 - Allocated Charges: \$125.00  
 - Selected Charges: \$0.00  
**Remaining Amount: \$0.00**

**Payment has been fully allocated.**

**Charges Allocated to this Payment:**

Remove	Date	Description	CPT Code	Amount
<input type="checkbox"/>	6 Jan 09	Diagnostic Interview Exam	90801	\$50.00
<input type="checkbox"/>	13 Jan 09	Consultation with Family	90887	\$25.00
<input type="checkbox"/>	20 Jan 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	27 Jan 09	Family/Conjoint Psychotherapy	90847	\$25.00

**Allocated Charges Total: \$125.00**

**Unallocated Charges:** [Select All] [Clear All] [Allocate Selected to Payment]

Select	Date	Description	CPT Code	Amount
<input type="checkbox"/>	3 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	10 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	17 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	24 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	5 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	12 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	19 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	26 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00

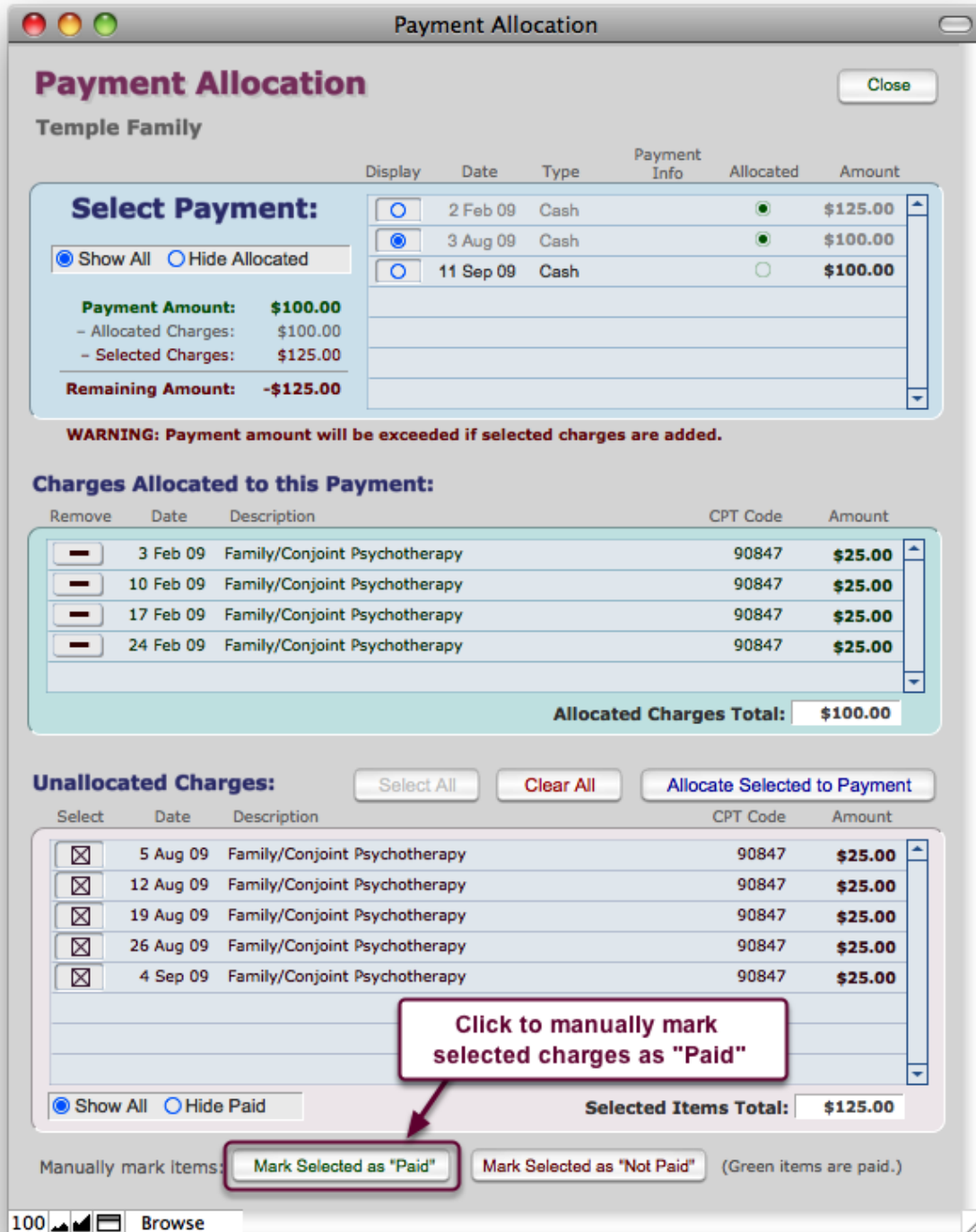
Show All  Hide Paid

**Selected Items Total:** [ ]

Manually mark items: [Mark Selected as "Paid"] [Mark Selected as "Not Paid"] (Green items are paid.)

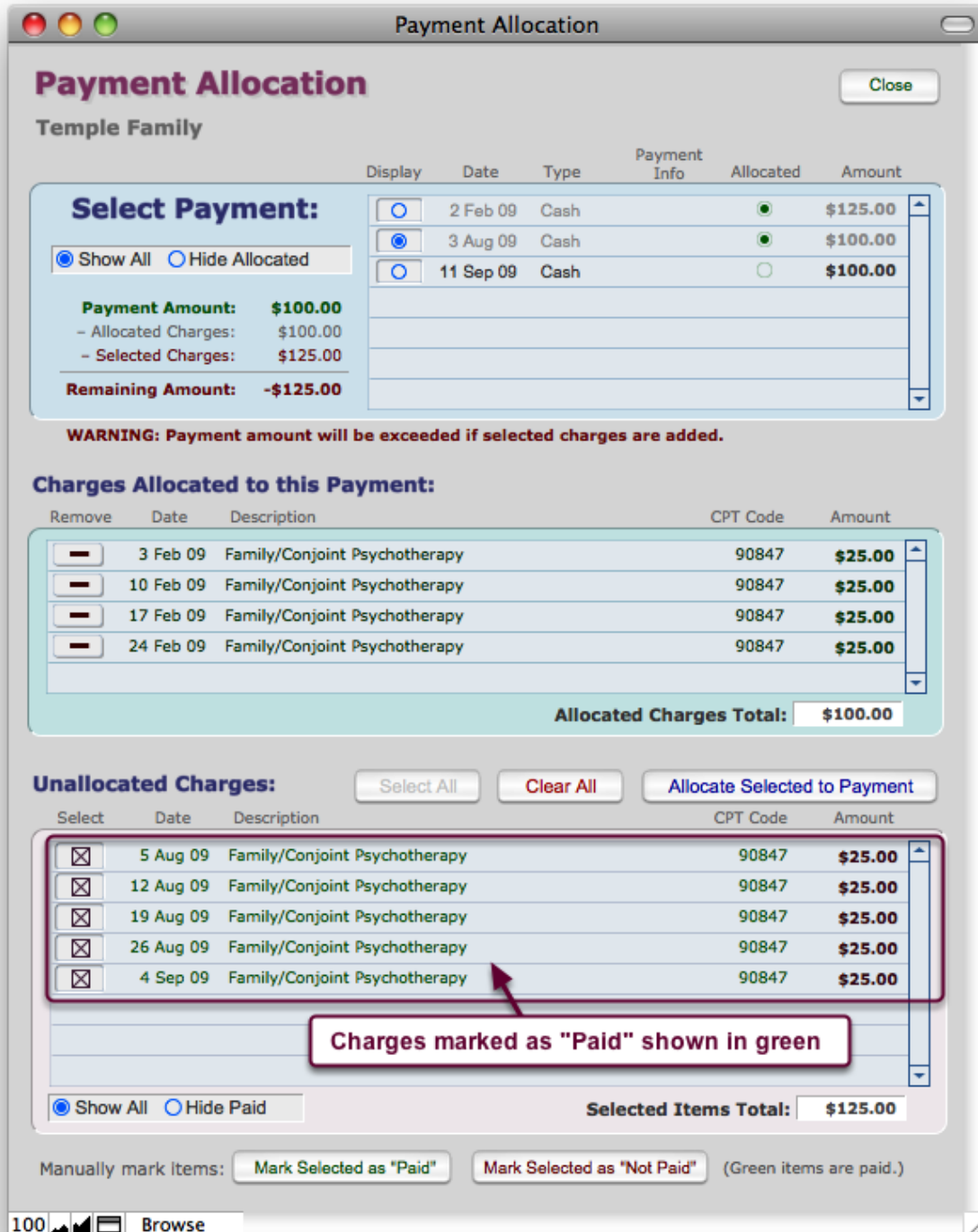
To perform the allocation of the charges to the payment, click on the "Allocate Selected to Payment" button. The selected charges will be moved to the "Charges Allocated to this Payment" list and the payment will be indicated as "Allocated" if the remaining amount is zero (or negative). If desired, you can manually mark a payment as "Allocated" by clicking directly on the "Allocated" indicator.

**Manually marking charges as "Paid"**



As an alternative to allocating charges to payments, you can manually mark them as "Paid." Select the charges to be marked, then click the "Mark Selected as 'Paid' " button.

Charges manually marked as "Paid" will be displayed in green



**Payment Allocation**  
Temple Family

Display	Date	Type	Payment Info	Allocated	Amount
<input type="radio"/>	2 Feb 09	Cash		<input checked="" type="checkbox"/>	\$125.00
<input checked="" type="radio"/>	3 Aug 09	Cash		<input checked="" type="checkbox"/>	\$100.00
<input type="radio"/>	11 Sep 09	Cash		<input type="checkbox"/>	\$100.00

**Select Payment:**  
 Show All    Hide Allocated  
**Payment Amount: \$100.00**  
 - Allocated Charges: \$100.00  
 - Selected Charges: \$125.00  
**Remaining Amount: -\$125.00**

**WARNING: Payment amount will be exceeded if selected charges are added.**

**Charges Allocated to this Payment:**

Remove	Date	Description	CPT Code	Amount
<input type="checkbox"/>	3 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	10 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	17 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input type="checkbox"/>	24 Feb 09	Family/Conjoint Psychotherapy	90847	\$25.00

**Allocated Charges Total: \$100.00**

**Unallocated Charges:**        

Select	Date	Description	CPT Code	Amount
<input checked="" type="checkbox"/>	5 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input checked="" type="checkbox"/>	12 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input checked="" type="checkbox"/>	19 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input checked="" type="checkbox"/>	26 Aug 09	Family/Conjoint Psychotherapy	90847	\$25.00
<input checked="" type="checkbox"/>	4 Sep 09	Family/Conjoint Psychotherapy	90847	\$25.00

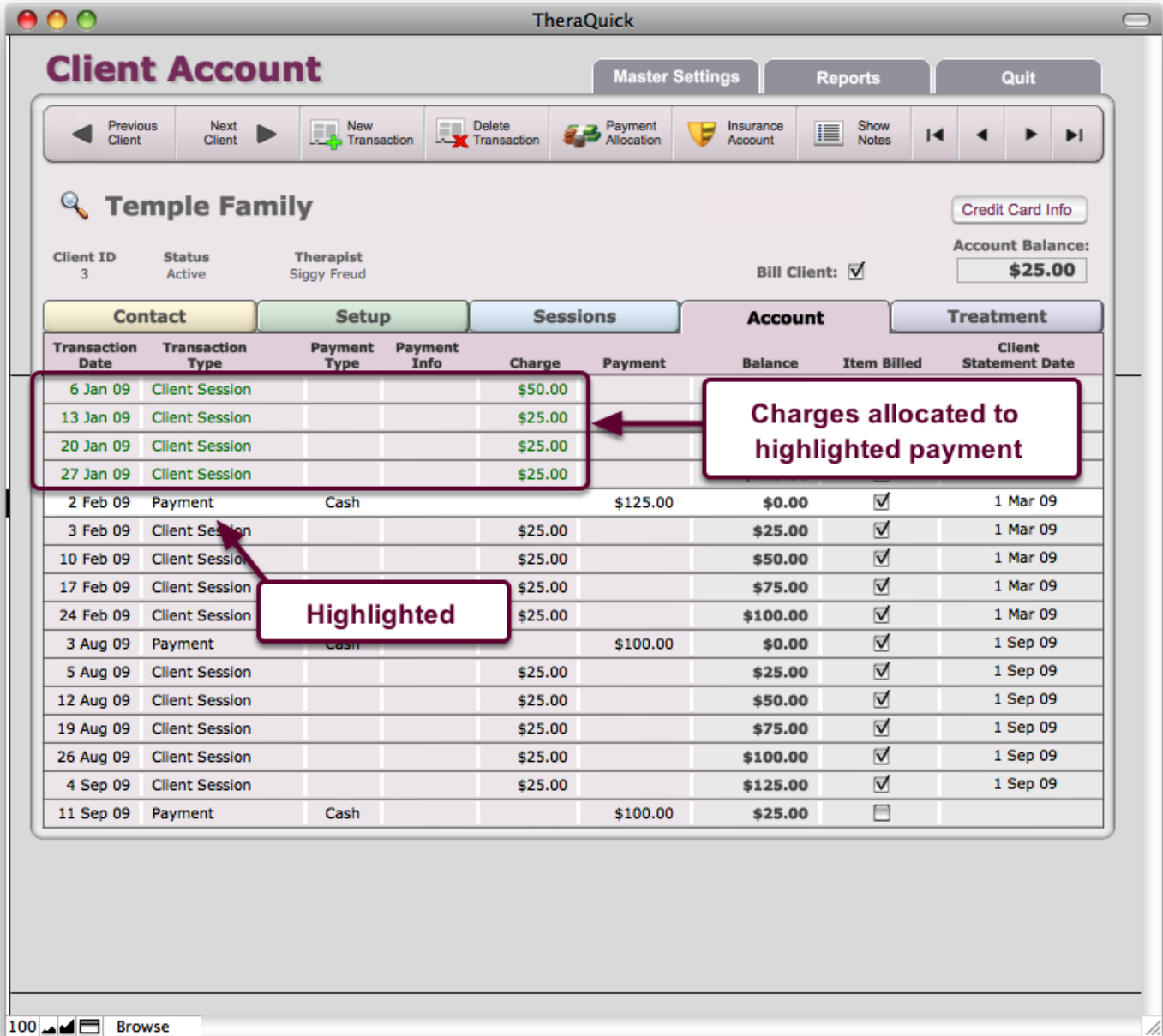
**Charges marked as "Paid" shown in green**

Show All    Hide Paid   **Selected Items Total: \$125.00**

Manually mark items:         (Green items are paid.)

Charges that have been marked as "Paid" will be displayed in green. Then, when you select "Hide Paid," those charges will be hidden in the list of Unallocated Charges.

**Display of charges allocated to a highlighted payment**



**Client Account** | Master Settings | Reports | Quit

Previous Client | Next Client | New Transaction | Delete Transaction | Payment Allocation | Insurance Account | Show Notes

**Temple Family** | Credit Card Info | Account Balance: **\$25.00**

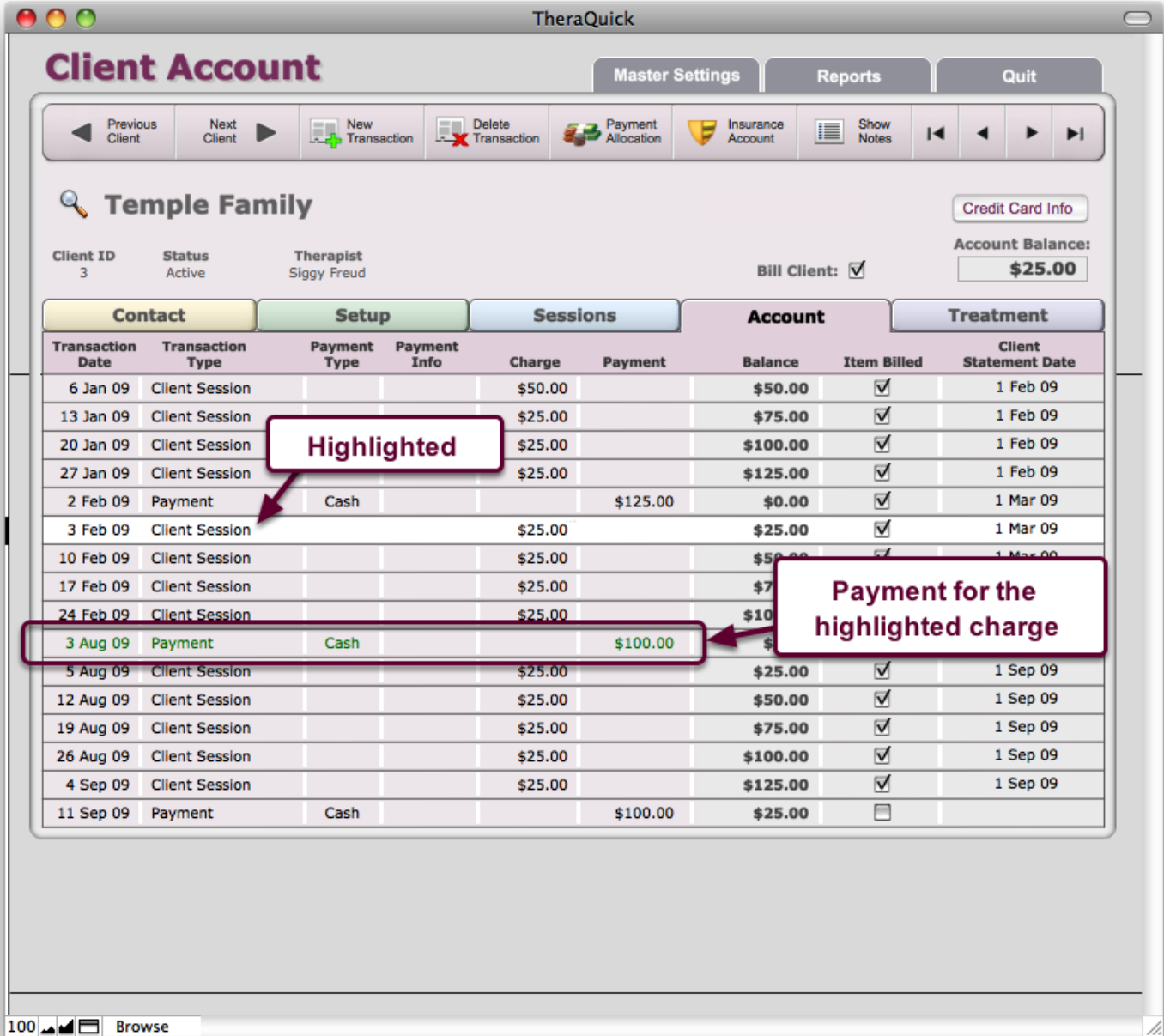
Client ID: 3 | Status: Active | Therapist: Siggie Freud | Bill Client:

Contact | Setup | Sessions | Account | Treatment

Transaction Date	Transaction Type	Payment Type	Payment Info	Charge	Payment	Balance	Item Billed	Client Statement Date
6 Jan 09	Client Session			\$50.00				
13 Jan 09	Client Session			\$25.00				
20 Jan 09	Client Session			\$25.00				
27 Jan 09	Client Session			\$25.00				
2 Feb 09	Payment	Cash			\$125.00	\$0.00	<input checked="" type="checkbox"/>	1 Mar 09
3 Feb 09	Client Session			\$25.00		\$25.00	<input checked="" type="checkbox"/>	1 Mar 09
10 Feb 09	Client Session			\$25.00		\$50.00	<input checked="" type="checkbox"/>	1 Mar 09
17 Feb 09	Client Session			\$25.00		\$75.00	<input checked="" type="checkbox"/>	1 Mar 09
24 Feb 09	Client Session			\$25.00		\$100.00	<input checked="" type="checkbox"/>	1 Mar 09
3 Aug 09	Payment	Cash			\$100.00	\$0.00	<input checked="" type="checkbox"/>	1 Sep 09
5 Aug 09	Client Session			\$25.00		\$25.00	<input checked="" type="checkbox"/>	1 Sep 09
12 Aug 09	Client Session			\$25.00		\$50.00	<input checked="" type="checkbox"/>	1 Sep 09
19 Aug 09	Client Session			\$25.00		\$75.00	<input checked="" type="checkbox"/>	1 Sep 09
26 Aug 09	Client Session			\$25.00		\$100.00	<input checked="" type="checkbox"/>	1 Sep 09
4 Sep 09	Client Session			\$25.00		\$125.00	<input checked="" type="checkbox"/>	1 Sep 09
11 Sep 09	Payment	Cash			\$100.00	\$25.00	<input type="checkbox"/>	

When charges have been allocated to a payment, then when that payment is selected (highlighted) in the Accounts layout, the charges allocated to it will be displayed in green. (Click in a gray column, or use the transaction navigation buttons in the toolbar to select the transaction to be highlighted.)

**Display of payment allocated to a highlighted charge**



**Client Account** | Master Settings | Reports | Quit

Previous Client | Next Client | New Transaction | Delete Transaction | Payment Allocation | Insurance Account | Show Notes

**Temple Family** | Credit Card Info | Account Balance: \$25.00

Client ID: 3 | Status: Active | Therapist: Siggie Freud | Bill Client:

Transaction Date	Transaction Type	Payment Type	Payment Info	Charge	Payment	Balance	Item Billed	Client Statement Date
6 Jan 09	Client Session			\$50.00		\$50.00	<input checked="" type="checkbox"/>	1 Feb 09
13 Jan 09	Client Session			\$25.00		\$75.00	<input checked="" type="checkbox"/>	1 Feb 09
20 Jan 09	Client Session			\$25.00		\$100.00	<input checked="" type="checkbox"/>	1 Feb 09
27 Jan 09	Client Session			\$25.00		\$125.00	<input checked="" type="checkbox"/>	1 Feb 09
2 Feb 09	Payment	Cash			\$125.00	\$0.00	<input checked="" type="checkbox"/>	1 Mar 09
3 Feb 09	Client Session			\$25.00		\$25.00	<input checked="" type="checkbox"/>	1 Mar 09
10 Feb 09	Client Session			\$25.00		\$50.00	<input checked="" type="checkbox"/>	1 Mar 09
17 Feb 09	Client Session			\$25.00		\$75.00	<input checked="" type="checkbox"/>	1 Mar 09
24 Feb 09	Client Session			\$25.00		\$100.00	<input checked="" type="checkbox"/>	1 Mar 09
3 Aug 09	Payment	Cash			\$100.00	\$0.00	<input checked="" type="checkbox"/>	1 Sep 09
5 Aug 09	Client Session			\$25.00		\$25.00	<input checked="" type="checkbox"/>	1 Sep 09
12 Aug 09	Client Session			\$25.00		\$50.00	<input checked="" type="checkbox"/>	1 Sep 09
19 Aug 09	Client Session			\$25.00		\$75.00	<input checked="" type="checkbox"/>	1 Sep 09
26 Aug 09	Client Session			\$25.00		\$100.00	<input checked="" type="checkbox"/>	1 Sep 09
4 Sep 09	Client Session			\$25.00		\$125.00	<input checked="" type="checkbox"/>	1 Sep 09
11 Sep 09	Payment	Cash			\$100.00	\$25.00	<input type="checkbox"/>	

If a session charge is selected (highlighted), then if it has been allocated to a payment, the corresponding payment will be displayed in green.