

How to Correct Posting

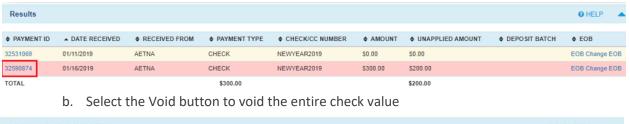


BILLING>PAYMENT MANAGEMENT>PAYMENT SEARCH



1. Voiding a duplicate check

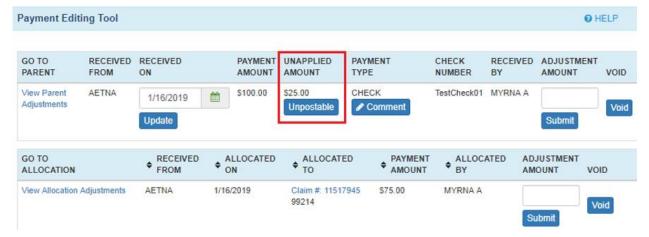
a. Select the Payment ID to pull up the Payment Editing Tool





2. Unpostable Button

a. This button is utilized for any unapplied amount on the check which could be an incentive payment or a payment for a claim that not found in WRS





b. This will zero out the unapplied amount but will still be counted as revenue

