Managing a payment while the doctor is still using the file

If a GP hasn't closed the patient file before the patient goes to reception to pay, often the payment cannot be recorded until the file has been closed down. There are a couple of methods to address this issue.

1. Make a new transaction for each invoice by selecting the option in Tools> Options>Billing to make a new transaction for each invoice...but this makes for a lot of additional transactions in the transaction list
2. In the same place select Auto validation of the transaction as in the picture below.