

Month End Close: Freezing charges each month

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For all customers, except those on an Apollo Plus plan, you will need to go in **each month** to freeze the transactions for the previous month. At this time, it will not happen automatically.

- For example - if you want to freeze transactions for April, you will need to go in on May 1st and enter a transaction to freeze postings from April 30th and prior. This will ensure that any charges, insurance, or patient payments posted in April will appear on your financial reports. There will be no ability to change any transactions made in April while they are frozen.

Month-end Close

Transaction Posted Date

Freeze Unfreeze

The first time you freeze transactions in your account, you will see the following message:

Freeze

Future Charges:

The charges entered for the future appointment date will be included in the reports (Day Sheet, Financial Transaction screen, Transaction, etc) only on or after the appointment date.

Unmatched ERAS:

Please clear all the unmatched transactions before freezing the transactions. Otherwise, the posted date will be updated when you apply the transaction in the future.

Confirm Cancel