How to post payments from Omni Visions

1. Click on 
2. Click on “Enter a New Item”
3. In the drop down box, select “From Client”
4. In the “click here to choose drop down box”, select the client’s name
5. Enter check date, number and amount
6. Type Omni Visions in the Reference box
7. Click on the hand sign
8. Enter payments and save
9. Enter a payment for each date of service paid, then
10. Update account balances
11. Then move to pay roll for provider