

Global Price Update

24/10/2024 12:14 pm BST

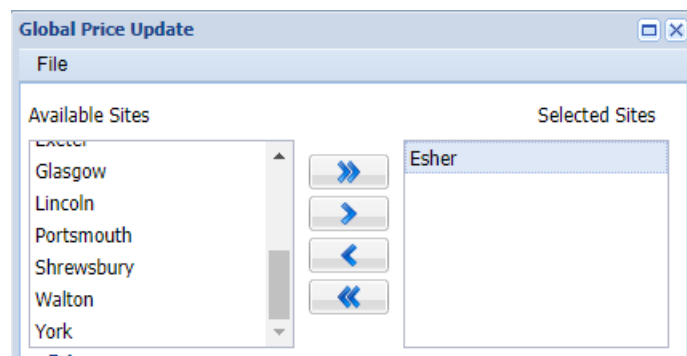
Summary

The Global Price Update function allows you to update unit prices, dispensing fees and mark ups for all sites.

Details

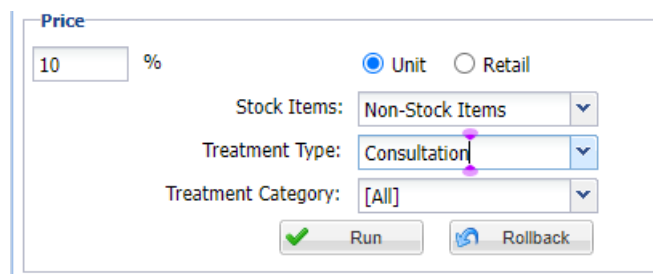
Accessing Global Price Update

1. From the top menu navigate to Administration > Pricing Utilities > Global Price Update.
2. The Global Price Update window will appear.
3. **Select the sites** you wish to apply the price update to (using the arrows provided).



Update Price

1. **Insert the percentage value** you wish to increase prices by.
2. Select if you are updating the **Unit Prices or Retail Prices**.
3. Use the **Stock Items, Treatment Type and Treatment Category** fields to filter the codes you wish to update.

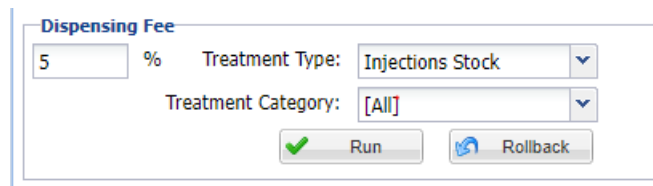
The screenshot shows a form titled 'Price'. It has a text input field with the value '10' followed by a '%' symbol. To the right of this are two radio buttons: 'Unit' (which is selected) and 'Retail'. Below these are three dropdown menus: 'Stock Items' with the value 'Non-Stock Items', 'Treatment Type' with the value 'Consultation', and 'Treatment Category' with the value '[All]'. At the bottom of the form are two buttons: 'Run' (with a green checkmark icon) and 'Rollback' (with a blue circular arrow icon).

4. Select the **Run** button.

5. **Confirm** your update criteria or select No to cancel the update.
6. The prices will be updated as specified. To rollback the changes, select the 'Rollback' button.

Update Price Dispensing Fee %

1. **Insert the percentage value** you wish to increase dispensing fees by.
2. Select if you are updating the **Unit Prices or Retail Prices** from the top of the table.
3. Use the **Treatment Type and Treatment Category** fields to filter the codes you wish to update.

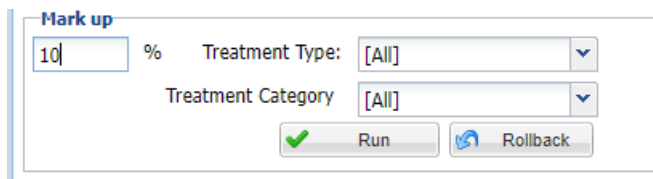


The screenshot shows a form titled "Dispensing Fee". It contains a text input field with the value "5" followed by a "%" symbol. To the right, there are two dropdown menus: "Treatment Type" with "Injections Stock" selected, and "Treatment Category" with "[All]" selected. At the bottom right, there are two buttons: "Run" (with a green checkmark icon) and "Rollback" (with a blue circular arrow icon).

4. Select the **Run** button.
5. **Confirm** your update criteria or select No to cancel the update.
6. The prices will be updated as specified. To rollback the changes, select the 'Rollback' button.

Update Mark up %

1. Insert the **percentage value** you wish to increase markup by.
2. Select if you are updating the **Unit Prices or Retail Prices** from the top of the table.
3. Use the **Treatment Type and Treatment Category** fields to filter the codes you wish to update.



The screenshot shows a form titled "Mark up". It contains a text input field with the value "10" followed by a "%" symbol. To the right, there are two dropdown menus: "Treatment Type" with "[All]" selected, and "Treatment Category" with "[All]" selected. At the bottom right, there are two buttons: "Run" (with a green checkmark icon) and "Rollback" (with a blue circular arrow icon).

4. Select the **Run** button.
 5. **Confirm** your update criteria or select No to cancel the update.
 6. The prices will be updated as specified. To rollback the changes, select the 'Rollback' button.
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