Price List

12/09/2025 3:19 pm BST

Summary

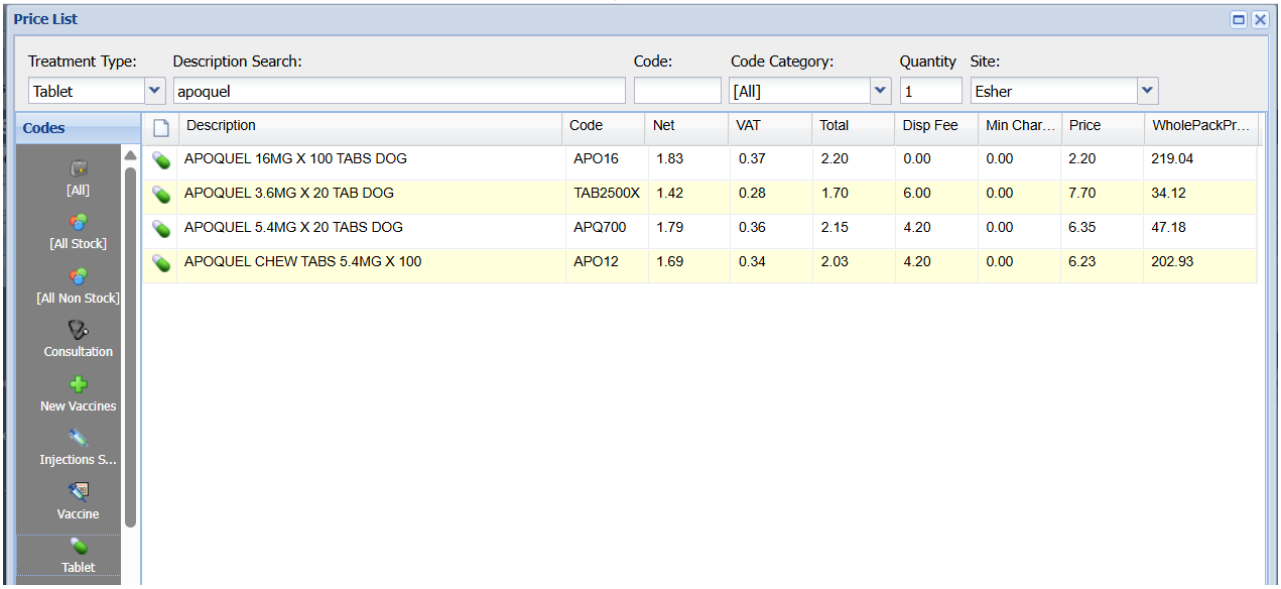
This screen can be used to quickly look up the the price of item/s (with dispensing fees, minimum charges etc) without requiring the user to add the item to a patients treatment draft or create an estimate.

The price list is a list of all codes set up via the Code Entry screen with unit price, dispensing fee and minimum charges applied. The price list can be updated with the required quantity to provide the user with quick accurate results.

Details

View the Price List

To access the 'Price List' select 'Finance' from the top menu toolbar and select 'Price List'.



Using the Price List

1. Select a 'Treatment Type' from the left-hand menu or use the 'Treatment Type' drop-down menu.
2. Enter the description of the item into the 'Description Search' field, or if you know the short code of the item use the 'Code' field.
   Note: To wildcard search, use % symbols. ie to search for a code that doesn't start with, but contains the word 'Hills', you can search %hills% to locate these codes.
3. Enter the 'Quantity' you want to know the price for in the field provided (this is set to 1 by default).
4. Ensure the correct 'Site' is selected.
5. The price and pricing details for the item will be displayed.

Exporting the Price List

There are two options for exporting the price list in full:

1. 'Save Table to CSV' = Exports the Price list as a CSV file.
2. 'Print' = Generates a PDF.