Accounting Library

24/10/2024 12:12 pm BST

Summary

This page documents the libraries available under the Accounting library.

For information on how to update/sort libraries, see: How to Use

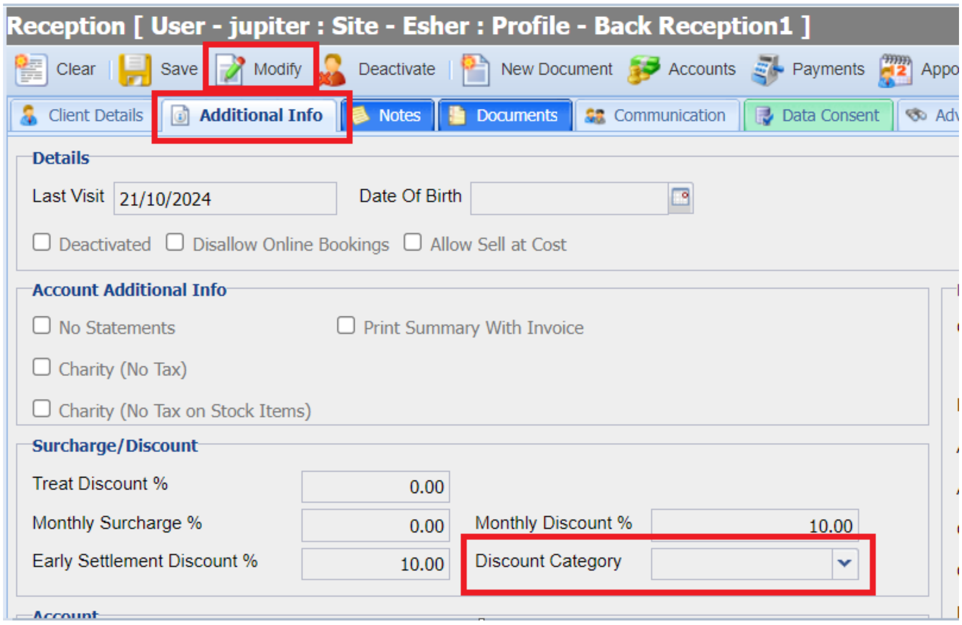
Details

Discount Categories

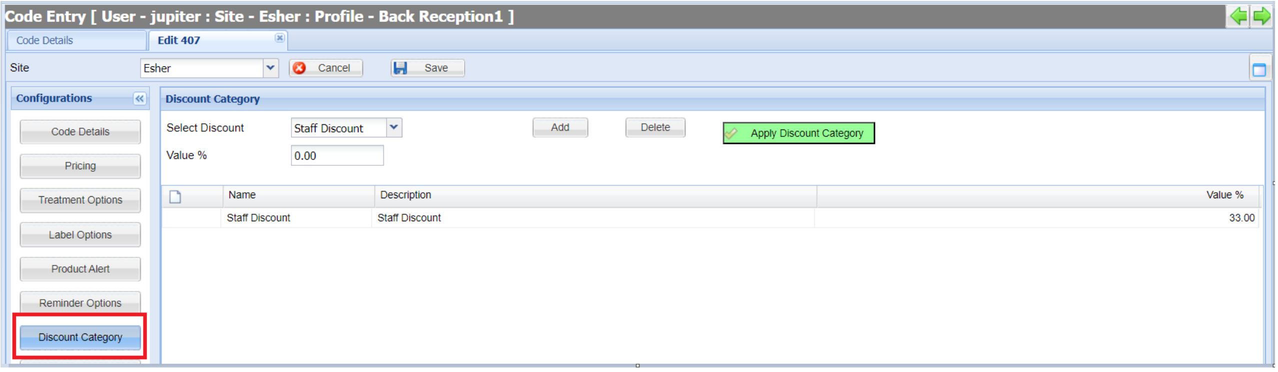
Discount Categories can be created which allow a client with an assigned discount type to receive a discount when they buy certain products.

For example, When a Client of Discount Category A - "Gold Account" is sold a treatment which has a discount value of 10% for a Category A client, the item is automatically reduced in price by 10%.

Discount Categories are assigned to Clients in Reception > Client Details > Additional Info.



Discount Categories values are attributed to treatments in Code Entry > Code Maintenance.



For more information see the Add a Code page. Each individual Treatment Code must be setup individually with appropriate discounts, as required.

Dispensing Fees

Merlin allows configuration of Multiple Dispensing Fees which allows the user to choose which dispensing fee should be charged upon sale of a treatment.

When configured and an eligible item is dispensed, the user will be given the choice to select the appropriate dispensing fee.

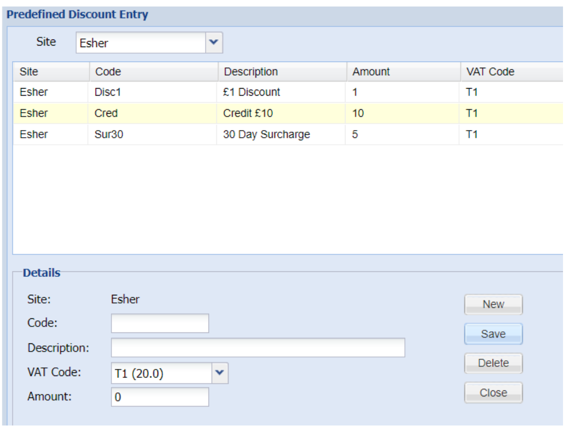
For more information see the Adding a Treatment - Treatment Options page.

Insurance Companies

When completing Patient Details in the Reception section of Merlin, there is an option to select the Insurance Company for a patient, where appropriate. This is chosen from a drop-down list of the various insurance companies.

Predefined Discount Entry

Build a library of pre-defined discounts, credits and surcharges that can be applied to client accounts with set amounts.



Once created, they will appear in the drop down lists for monetary discounts, credits and surcharges when in a client account.

Payment Methods

When taking a payment, the system will ask the user to specify a Payment Method. The Payment Methods maintenance window allows the system administrator to:

- Add/Rename/Remove payment methods
- Adjust the view order and icons
- Enable/Disable 'IREF' field for payment types. This is used to record reference numbers for transactions i.e. BACS payments.
- Set a 'Reason Value' for Till Takings. If the difference between amount entered and actual amount exceeds this amount, the user is required to state a difference reason.

Cashing Up Payment Methods

This library lets you control which of the above payment methods will show on the Cashing Up tab in Daily Cash. For more information see the Cashing Up page.

Account Categories

Account Categories are used to help you identify what state the clients account is in. The system comes with some default categories which we recommend are not deleted. Account categories are assigned to a clients account by selecting the 'Additional Info' tab in Reception and assigning the Categories to the client. For more information see the Client Additional Information page.

Till Takings Difference Library

When a user submits their Till Takings, they are prompted to add a reason for difference between actual amount and amount submitted.
These reasons are defined in this table. If you require users to enter text next to a reason, this can be enforced by selecting 'Mandatory text'.

VAT Codes

By default standard VAT codes are added however these can be added to/edited if required.

VAT Numbers & Site VAT Numbers

VAT Numbers can be added and assigned to sites from these libraries.

Legal Entities & Site Legal Entities

Site Legal Entities can be added and assigned to sites from these libraries.