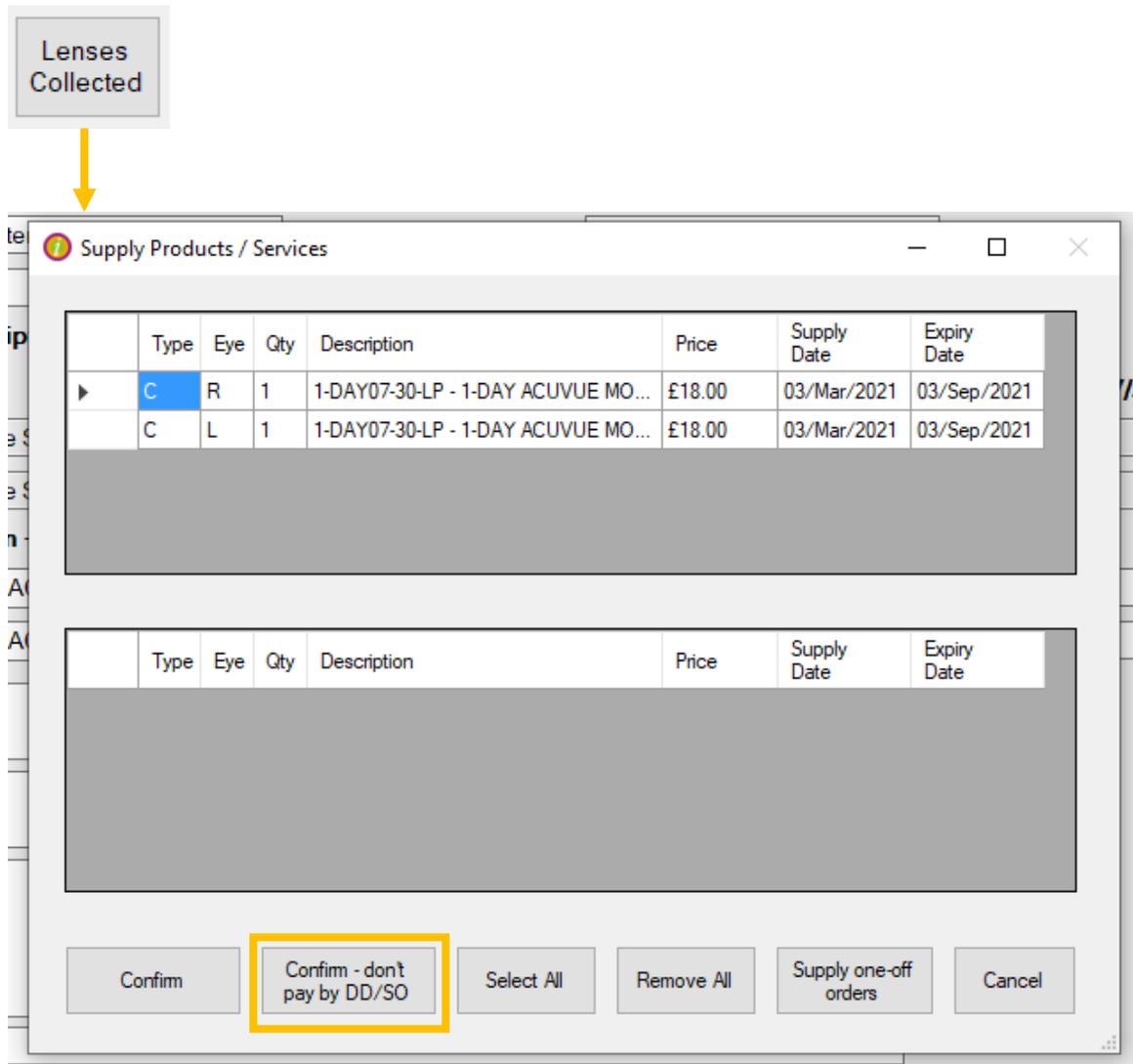


Confirm - don't pay by DD/SO

The 'Confirm - don't pay by DD/SO' button appears when you click the 'Lenses Collected' button for a patient who has a recurring supply of products set up.



The screenshot shows a window titled "Supply Products / Services" with a table of contact lens orders. A yellow arrow points from a "Lenses Collected" button to the window. The table has columns for Type, Eye, Qty, Description, Price, Supply Date, and Expiry Date. Two rows are visible, both for "1-DAY07-30-LP - 1-DAY ACUVUE MO...". The first row is selected, and the "Confirm - don't pay by DD/SO" button is highlighted with a yellow box.

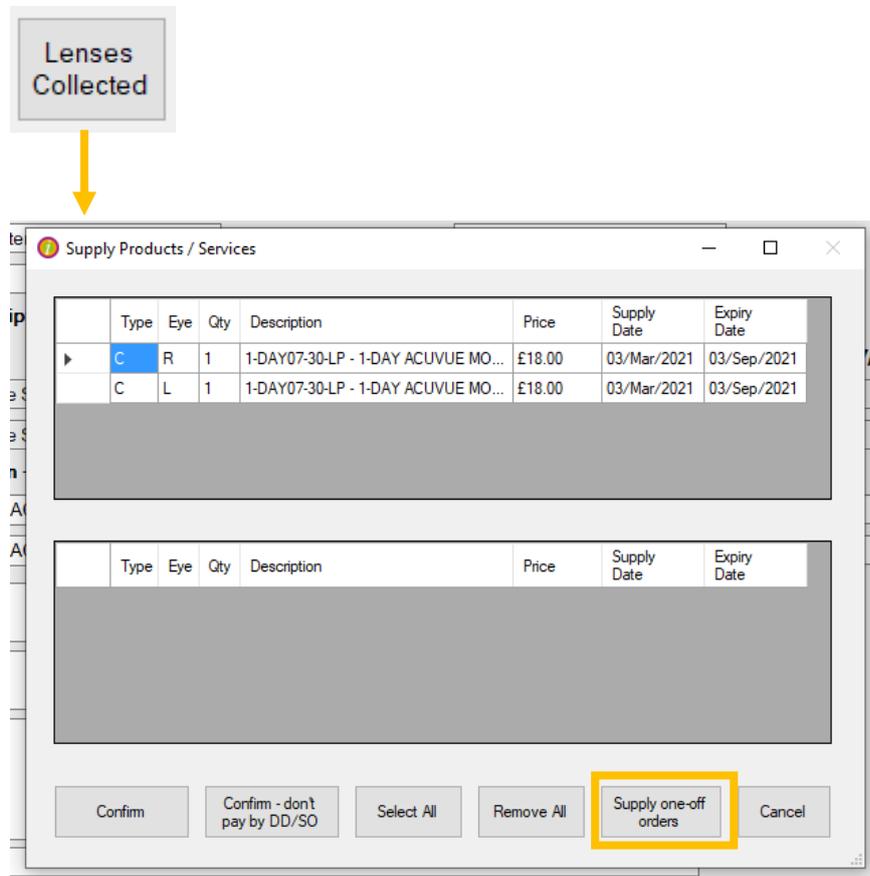
Type	Eye	Qty	Description	Price	Supply Date	Expiry Date
C	R	1	1-DAY07-30-LP - 1-DAY ACUVUE MO...	£18.00	03/Mar/2021	03/Sep/2021
C	L	1	1-DAY07-30-LP - 1-DAY ACUVUE MO...	£18.00	03/Mar/2021	03/Sep/2021

Buttons: Confirm, **Confirm - don't pay by DD/SO**, Select All, Remove All, Supply one-off orders, Cancel

This button allows you to mark a recurring order (that is usually paid by DD/SO) as collected but instead of an entry being made in the good supplied by DD column of the CL Management page a sale will be entered onto the patient account. This can then be paid for by an alternative payment method such as cash or card.

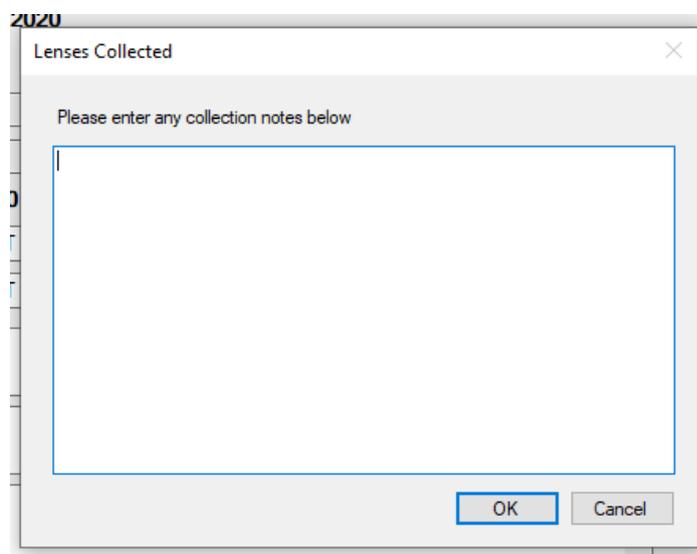
Supply one-off Orders

If a patient has a recurring supply set up, then these contact lenses will be shown when you click on the lenses collected button.



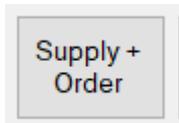
If the lenses shown are not the lenses being collected by the patient e.g. the patient usually has a monthly lens but is collecting a supply of daily lenses. Click the button 'Supply one-off orders'

This will open the one-off orders collection window.



Adding one-off lenses to a direct debit balance

When one-off lenses are requested by clicking on the 'Supply and Order' button.



A sale for these contact lenses will be made on the patient account.

If the patient has a direct debit set up they may request to add these lenses to their DD account.

Click on the patient sale icon to open the patient account.



Highlight the sale of the one-off lenses.

Mrs P Maylin (5)

Sales Transactions Summary				Details of Selected Transaction - Sales Items					
Date	Value	To Pay		Product	Description	Qty	Ref	Price	Discount
07/09/2020	£36.00	£36.00	<input checked="" type="checkbox"/>	1-DAY07-30-LP	1-DAY07-30-LP - 1-DAY ACUVUE M...	1	0	£18.00	
03/09/2020	£46.00	£0.00	<input type="checkbox"/>	1-DAY07-30-LP	1-DAY07-30-LP - 1-DAY ACUVUE M...	1	0	£18.00	
29/08/2020	£151.19	£0.00	<input type="checkbox"/>						
29/08/2020	£-35.00	£0.00	<input type="checkbox"/>						
06/08/2020	£35.00	£0.00	<input type="checkbox"/>						
05/08/2020	£60.00	£0.00	<input type="checkbox"/>						
28/07/2020	£21.31	£0.00	<input type="checkbox"/>						

Click the 'Enter payment' button, the enter payment form will open.

Enter Payments

Manual PDQ Discount

Amount to Pay: £36.00 Show Entire Balance

Visa M'card Delta	Debit Card	Cheque	Cash	Amex	1	2	3	(Minus)
NHS Fee £21.31	Dom Fee	NHS Repair	Hospital	Corporate	4	5	6	.
Voucher A £39.10	Voucher B £59.30	Voucher E £67.50	Voucher F £85.60	Voucher	7	8	9	0
Gift Voucher	Sols Voucher	Super Saver	Other Card		£36.00		Confirm Amount	
DD/SO - PS	Interest Free	Returned Cheque	Online Payment	BACS			Clear Amount	

Payment Type Amount

Click on the DD/SO payment type button.

Click confirm amount then confirm total.

This will enter the sale as a item in the good supplied by DD column on the CL Mgt page.

Goods/Services paid for by DD/SO

Payment Date	Amount
07/Sep/2020	£36.00
11/1/2020	£25.00