Purchase Ordering and Supplier Invoices

i-Clarity Version 3.3.2

i-Clarity Purchase Order Processing consists of 5 stages:

1) Creating an initial purchase order
2) Sending it to the supplier
3) Recording the goods and services that have been received
4) Reconciling the goods received with the supplier invoice
5) Exporting the confirmed invoice to an accounts package, e.g. Xero, for analysis and payment.

Purchase Orders are created in 5 different ways:

1) When you create a spectacle order by confirming a dispense
2) When you create an order from the CL Management form
3) From the Stock Form – e.g. for frame stock
4) From the Stock Form – automated 'Impress' ordering
5) From the Stock form – using automated reorder quantities

All Purchase Orders are identified by a unique Purchase Order number which has the following form:

BB/TXXX

Where BB is the branch code, T is the Type and XXX is a sequential number.

PO types are as follows:

S: Spectacles, i.e. glazing orders
L: Lenses ordered separately from the glazing order, e.g. uncuts or remote edged
F: Frame ordered for a glazing order but from a separate supplier to the workshop
ST: Stock, i.e. products NOT ordered for a specific patient
C: Contact lenses

So, a typical order reference might look like this:

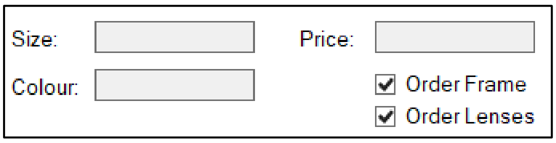
RE/C701 – Radyr Eyecare Contact Lens Order #701

Creating a Spectacle Order

When you confirm a dispense, this automatically creates a glazing order for the selected workshop.

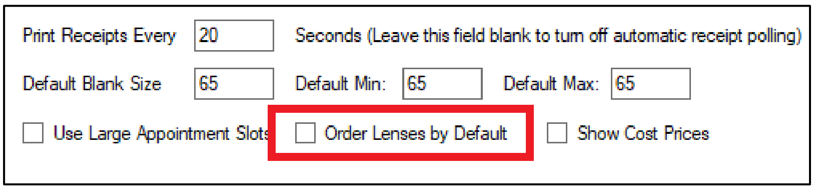
You can also order the frame, e.g. if the customer has selected a frame that is not in stock, or they have selected a frame that is a best seller which you want to leave on display. If the frame can be supplied by the workshop, then change the order type to 'Supply Frame', and the order for the frame will be added to the glazing order (even if the frame supplier is different from the workshop).

If you have to order the frame from a different supplier to the workshop, e.g. you are going to order in the frame then send it on to your workshop for glazing, then tick the 'Order Frame' check box, below:

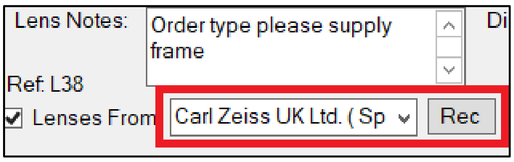


You can optionally also create a separate lens order. This is selected by clicking the Order Lenses check box on the Dispensing form, (see above).

This option is most often used if you are ordering uncut or remote edged lenses. If this is the case, you can choose that the 'Order Lenses' flag is ticked by default. This is a maintenance option, set on the Misc 2 tab of the maintenance system:



Note: If the lenses that you have ordered do not have a supplier against them then you will have to update the 'Lenses From' field before you can process the order:



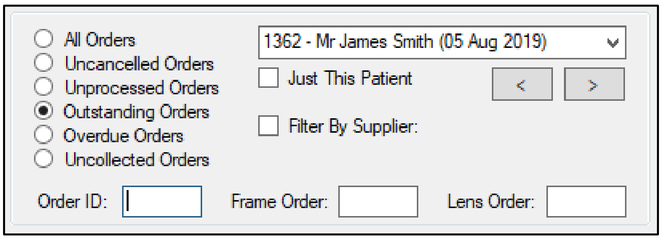
These processes will create up to 3 purchase orders:

- a single glazing order
- a glazing order and a frame order
- a glazing order AND frame order AND lens order.

If you have created separate orders for lenses and/or frames, you can record when each item has been received by clicking the 'Rec' button, shown above. Alternatively, when you tell the system that the entire job has been received the individual items are automatically flagged as having been received.

Spectacle Order Reports

The simplest way to review individual spectacle orders from the Order form is by using the filters at the top left corner of the form, so that you can, for example, list ALL orders for ALL patients from a selected supplier, as shown in this illustration:



However sometimes it is more convenient to list order information in the form of reports (this information may also be required periodically to update your accounts).

There are 4 reports that are available to enable you to review the status of your spectacle orders, these are accessed from the Stock Report menu.

The reports are as follows:

Specs Received – This lists all spectacle jobs received within a selected date range together with (optionally) date collected. This also lists whether vouchers have been applied to the relevant sale, so can be used to check that vouchers can be submitted for collected spectacles.

Specs Collected – This just lists those pairs of spectacles that have been collected in the selected date range. Again, this report can be useful to check that all relevant vouchers have been claimed, and it can also be useful to find details of patients who may have collected spectacles and paid an outstanding balance but the payment was not recorded in i-Clarity.

Jobs On Order – This is ‘as at’ the specified date and lists all jobs on order that have not yet been received.

Jobs Awaiting Collection – Finally this report shows all jobs that have not yet been collected.

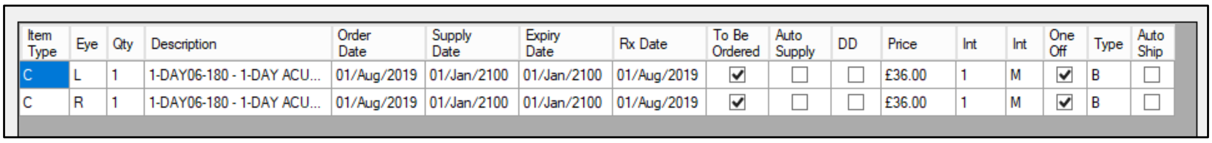
Creating a CL Order

Contact lens orders are created from the CL Management form. They can either be created for individual patients, or you can create a single order per supplier for all lenses that are due to be ordered at a selected date.

Before you can create a CL order the patient must have a CL prescription.

Pay As You Go/One Off CL Orders

If the patient is on 'Pay as you go', or just wants additional lenses to their normal DD/SO supply, then you create the order by clicking the 'Supply+Order' button. This creates an entry in the CL Management form which can then be ordered:



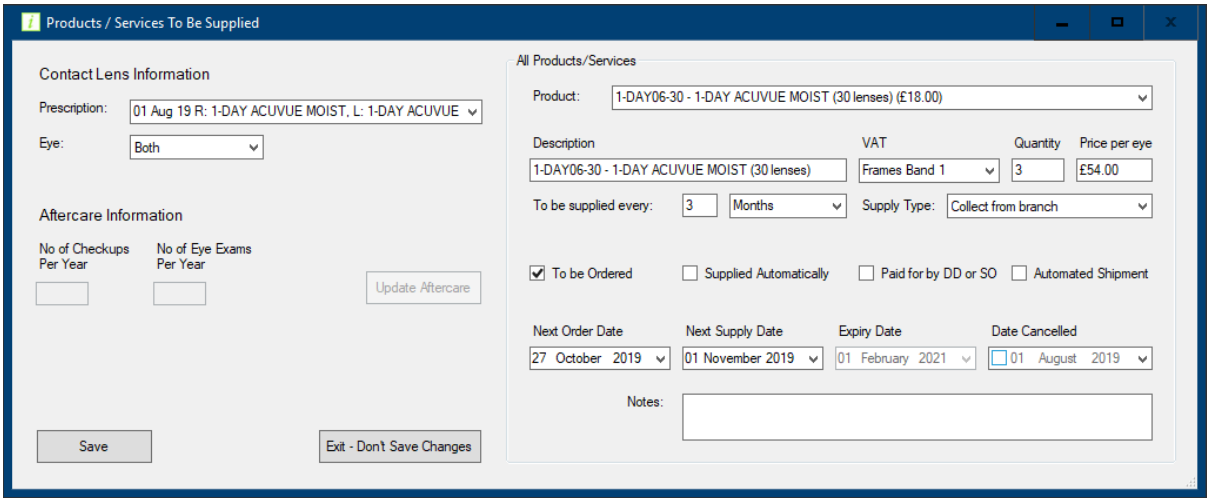
Item Type	Eye	Qty	Description	Order Date	Supply Date	Expiry Date	Rx Date	To Be Ordered	Auto Supply	DD	Price	Int	Int	One Off	Type	Auto Ship
C	L	1	1-DAY06-180 - 1-DAY ACU...	01/Aug/2019	01/Jan/2100	01/Jan/2100	01/Aug/2019	☑	☐	☐	£36.00	1	M	☑	B	☐
C	R	1	1-DAY06-180 - 1-DAY ACU...	01/Aug/2019	01/Jan/2100	01/Jan/2100	01/Aug/2019	☑	☐	☐	£36.00	1	M	☑	B	☐

Please note the following:

1) The 'Order Date' is set to today's date; the supply date AND the Expiry date are set to a date in the future, so a 'one off' order can always be ordered. *It is the responsibility of the practice to check that the CL prescription has NOT expired before clicking the 'Supply and Order' button.*
2) There is a column in the CL Order grid, 'One Off', which is automatically checked when you create an order using the 'Supply+Order' button. This means that once this batch of lenses have been ordered these lines will disappear.

Regular Supply

If you supply CLs on a regular basis then you need to enter the supply details from the CL Management form. You do this by clicking the 'Add New Contact Lens' button on the CL Form, which then displays this dialog:



Each of these fields is described below:

Prescription: This is the date and brand name of the lenses that you wish to order (note that a patient may have more than one current prescription, if this is the case make sure you select the correct one).

Eye: Most contact lens wearers wear the same *brand* in each eye, even if the powers are different, so this will normally be set to 'Both'. However, if a patient wears different brands in each eye then you can select different brands for R and L.

Product: For a given brand, lenses may be supplied in different pack sizes, and the same pack sizes may be supplied at different prices (and VAT rates). Select the correct pack size and type – this will then put the details in the Description and VAT fields.

Quantity: The number of packs to be supplied.

To be supplied every: How frequently the lenses are to be ordered and supplied.

Supply Type: How the lenses are to be shipped to the patient.

To Be Ordered: For contact lenses this will usually be ticked.

Supplied Automatically: See section on CL Management for further details of this.

Paid For by DD or SO: If this is ticked then the system will calculate the monthly cost of this lens supply and use that figure on the SO/DD Mandate.

Automated Shipment: See section on CL Management for further details of this.

Next Order Date: By default, the next order date will automatically be set to the supply interval (3 months in the example above), less 4 days (to allow time for the CLs to be ordered and arrive from the supplier). You can amend the Next Order Date manually if you wish, e.g. you can bring it forward if a patient wishes to receive their lenses early because they are going on holiday.

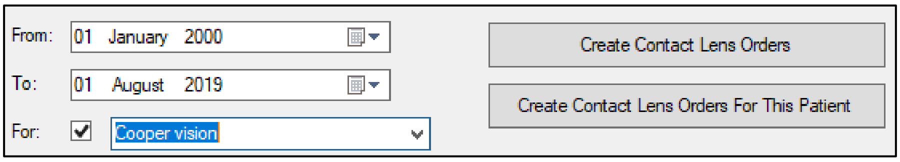
Next Supply Date: This is the date that the patient is due to receive their next batch of lenses and by default is set to the supply interval. This can be modified manually if a patient wants to receive their lenses on a different date.

Expiry Date: This is the date that the selected prescription expires. Note: The system will not allow you to order lenses after the expiry date. The expiry date can only be reset by amending the patient's CL prescription, then updating the Contact Lens details from the CL Management form.

Date Cancelled: If a product or service has been cancelled then it can no longer be ordered.

Ordering Contact Lenses

From the CL Management form, you can order lenses using various selection criteria:

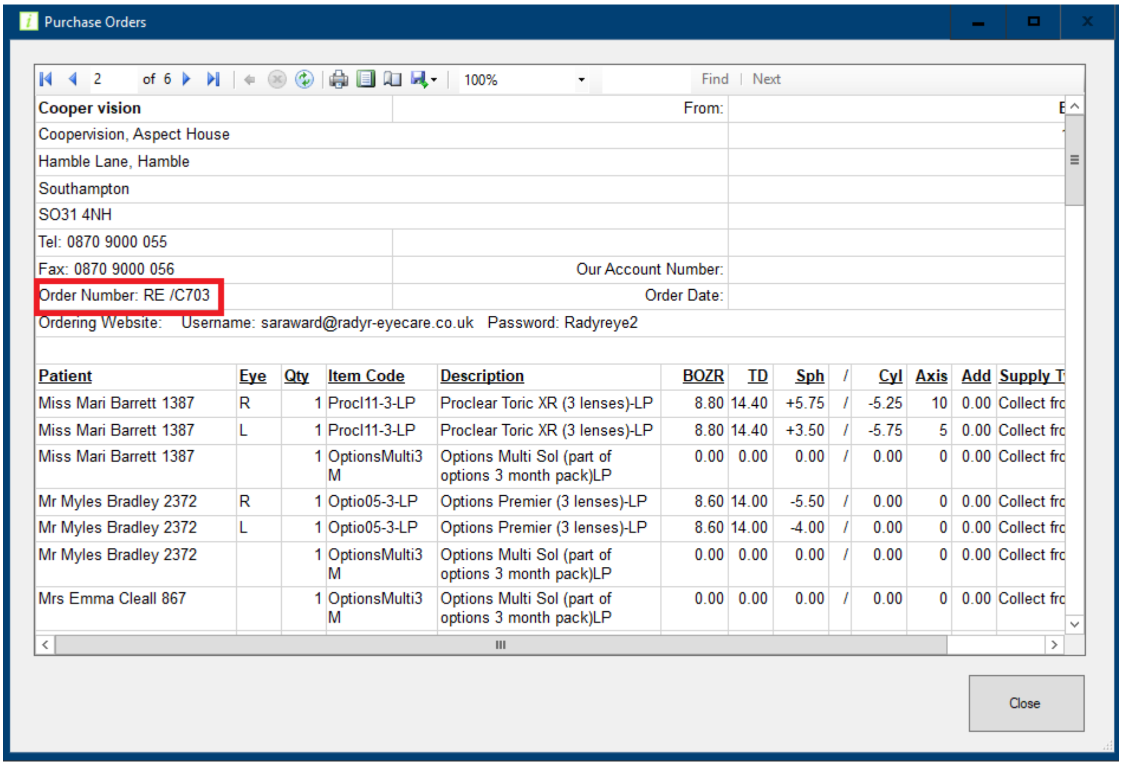


1) For the current patient, by pressing the 'Create Contact Lens Orders For This Patient' button.

2) For all patients who have lenses that are not expired and are due to be ordered between the 'From' and 'To' dates. By default, these are set to 1/1/1900 and the current date respectively, so by default the system will create an order for all CLs due to be ordered up to the current date.

3) For all patients receiving lenses from a specific supplier, e.g. Coopervision, by selecting the appropriate supplier from the drop-down which appears when you tick the check box 'For:'

Whichever option you choose, a Purchase Order will be created for lenses for one or more patients. A typical order looks like this:



Purchase Orders

Cooper vision From:
Coopervision, Aspect House
Hamble Lane, Hamble
Southampton
SO31 4NH
Tel: 0870 9000 055
Fax: 0870 9000 056 Our Account Number:
Order Number: RE /C703 Order Date:
Ordering Website: Username: saraward@radyr-eyecare.co.uk Password: Radyreye2

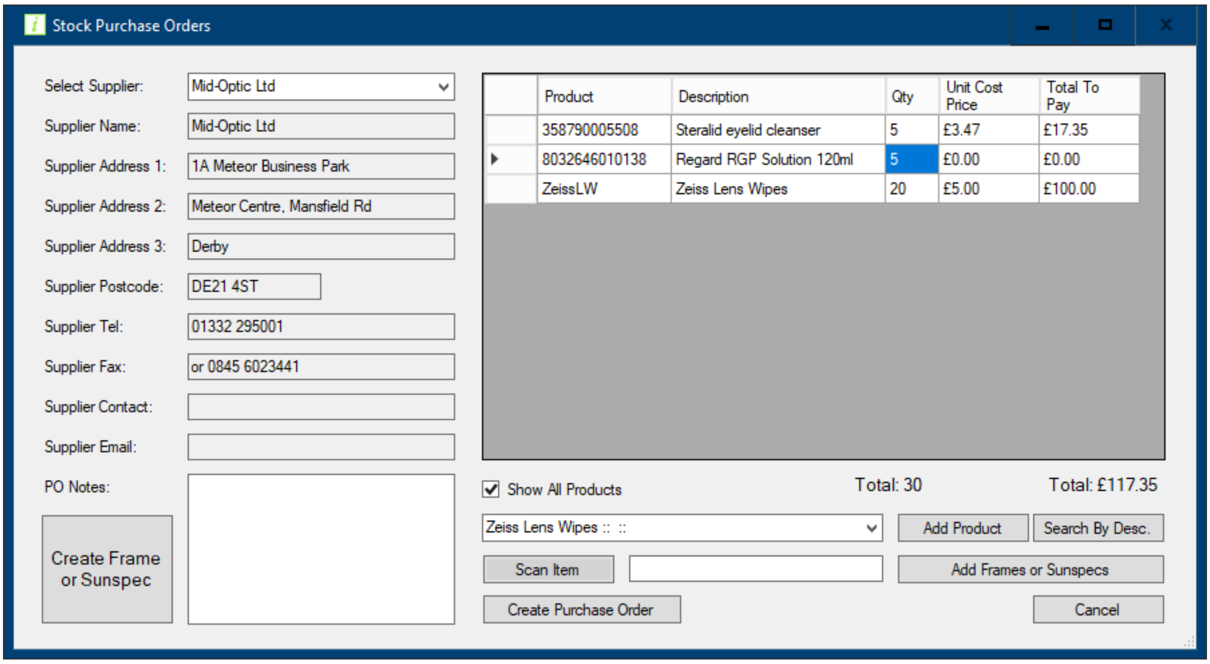
Patient	Eye	Qty	Item Code	Description	BOZR	TD	Sph	/	Cyl	Axis	Add	Supply T
Miss Mari Barrett 1387	R	1	Procl11-3-LP	Proclear Toric XR (3 lenses)-LP	8.80	14.40	+5.75	/	-5.25	10	0.00	Collect fr
Miss Mari Barrett 1387	L	1	Procl11-3-LP	Proclear Toric XR (3 lenses)-LP	8.80	14.40	+3.50	/	-5.75	5	0.00	Collect fr
Miss Mari Barrett 1387		1	OptionsMulti3M	Options Multi Sol (part of options 3 month pack)LP	0.00	0.00	0.00	/	0.00	0	0.00	Collect fr
Mr Myles Bradley 2372	R	1	Optio05-3-LP	Options Premier (3 lenses)-LP	8.60	14.00	-5.50	/	0.00	0	0.00	Collect fr
Mr Myles Bradley 2372	L	1	Optio05-3-LP	Options Premier (3 lenses)-LP	8.60	14.00	-4.00	/	0.00	0	0.00	Collect fr
Mr Myles Bradley 2372		1	OptionsMulti3M	Options Multi Sol (part of options 3 month pack)LP	0.00	0.00	0.00	/	0.00	0	0.00	Collect fr
Mrs Emma Cleall 867		1	OptionsMulti3M	Options Multi Sol (part of options 3 month pack)LP	0.00	0.00	0.00	/	0.00	0	0.00	Collect fr

Close

You can now go online to the selected supplier and enter the details from this order. Note that when are entering the order details you should quote the order reference on the supplier's website, this is highlighted in red above. You will need this order number when the lenses are received to compare what you originally ordered with what you have actually received.

Creating a Stock Order

Stock orders are created from the Stock form, by clicking the Create Purchase Order button. Once you have created a purchase order, you will be able to enter them into stock automatically when the goods are received, this will display the Stock Purchase Orders dialog:

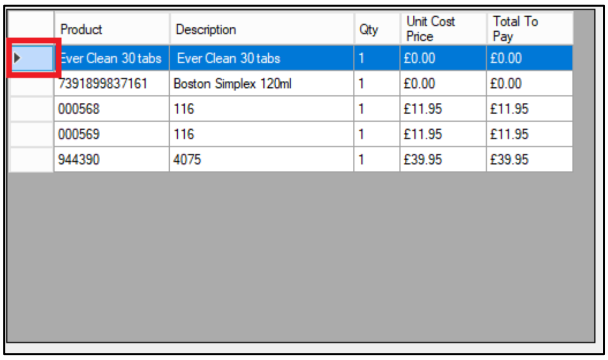


Select the supplier, then select the products you wish to order. You can select the products by the same methods that you select products from the POS form:

- By searching for them in the description drop-down box. (Note: by default, this list excludes contact lens and ophthalmic lenses. If you select the 'Show All Products' option these will be included).
- Using the 'Search By Desc.[ription] button, which will allow you to search for any part of a description, e.g. entering 'Travel' and then go, will find any product that has 'Travel' as part of the description.
- You can scan an item's barcode.
- You can add an existing frame or sunspec.

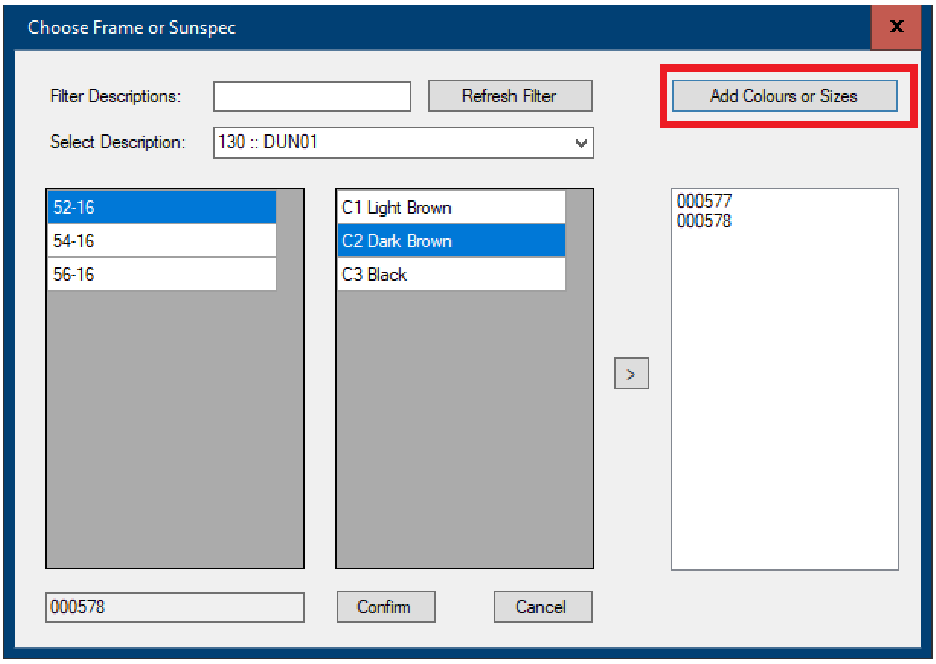
In each case, when you have selected the product you want, click 'Add Product' to add the selected product to the purchase order.

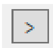
If you add a product by mistake you can remove it from the grid by highlighting it (clicking the box highlighted in red in the picture below) then pressing the Delete key on your keyboard.



You can amend the quantities to be ordered by simply overtyping the Qty column.

When you select the Add Frame or Sunspecs option, you are presented with the following form:

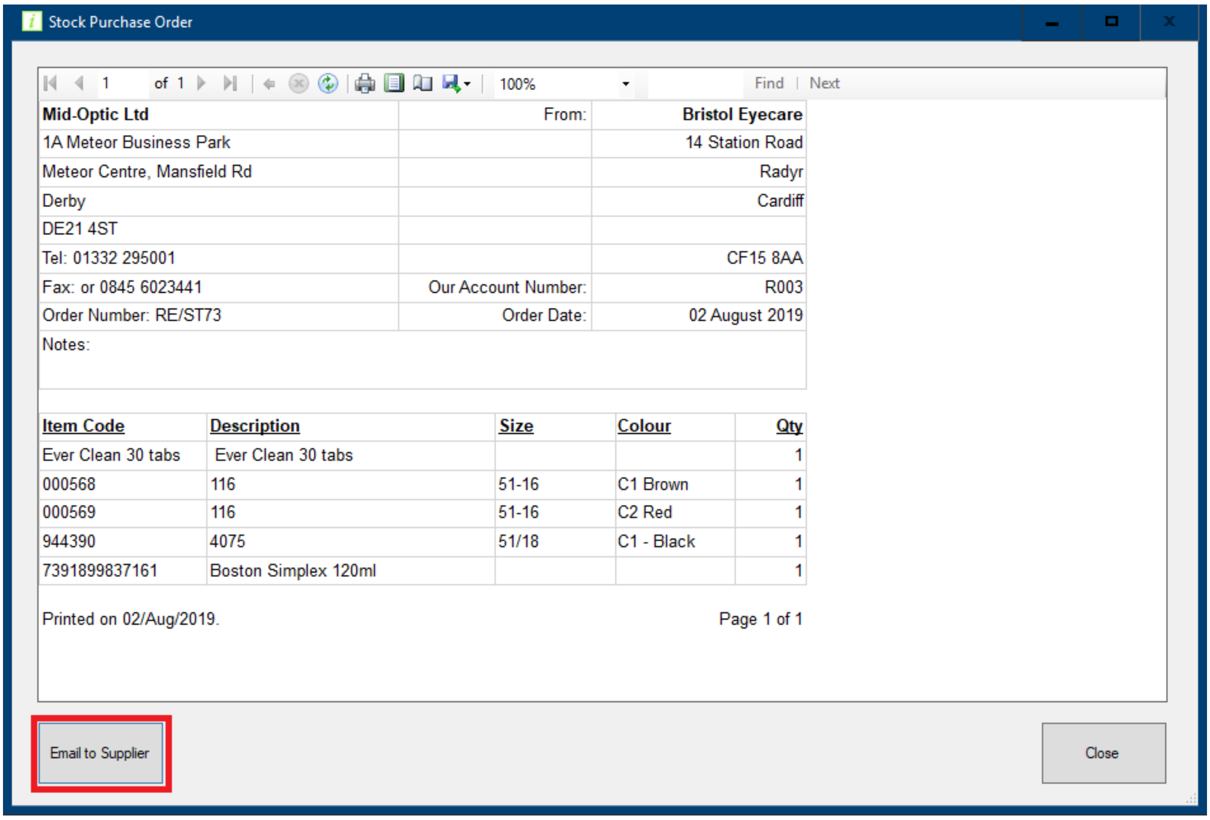


Once you have selected a particular model, you can highlight each size and colour you wish to add to the purchase order then press the  key to add them to the grid on the right. These will then be added to the PO when you press the Confirm button.

If you want to order an existing model of frame, but in a size or colour that is not already in your product catalogue, select the model from the above dialog but then click the 'Add Colours or Sizes' button, highlighted in red in the picture above. This will list all the existing size and colour options currently available for that option; you can then add new sizes and colours so that those new permutations can be added to the current PO.

Finally, if you wish to add a completely new model of frame or sunglass, click the 'Create Frame or Sunspec' button on the left of the Stock Purchase Orders form. This will enable you to enter the details of a new model of frame, including multiple sizes and colours, and then add them to the PO grid.

Once your purchase order is complete click the 'Create Purchase Order' button. This will display the Purchase Order on your screen, looking like this:


Stock Purchase Order

Mid-Optic Ltd	From:	**Bristol Eyecare**
1A Meteor Business Park		14 Station Road
Meteor Centre, Mansfield Rd		Radyr
Derby		Cardiff
DE21 4ST		
Tel: 01332 295001		CF15 8AA
Fax: or 0845 6023441	Our Account Number:	R003
Order Number: RE/ST73	Order Date:	02 August 2019
Notes:		

Item Code	Description	Size	Colour	Qty
Ever Clean 30 tabs	Ever Clean 30 tabs			1
000568	116	51-16	C1 Brown	1
000569	116	51-16	C2 Red	1
944390	4075	51/18	C1 - Black	1
7391899837161	Boston Simplex 120ml			1

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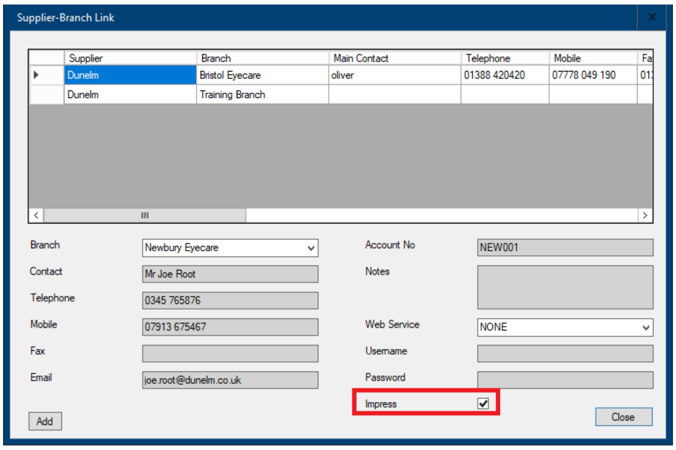
Using the buttons at the top you can print the PO, or export it to a Word, Excel, or pdf document. You can also email it directly to your supplier, by clicking the Mail To Supplier button (highlighted in red in the above picture.) Note that you must have already recorded the Supplier's email address in Maintenance to be able to use this facility.

Automated Impress Frame Re-Ordering

‘Impress’ ordering allows you to automatically add to a purchase order whenever you send a frame, from a particular supplier, away to be glazed.

E.g. you may have a supplier who you routinely use for your budget or child ranges. By setting them up as an Impress supplier, i-Clarity will track whenever you supply one of their frames as part of a glazing order and add each frame to a provisional purchase order. At a regular interval, e.g. the end of the month, you can review that provisional order; remove any frames you don’t want, or increase the quantity of any particularly fast selling frames, then send that order to your supplier to ensure your stock is replenished.

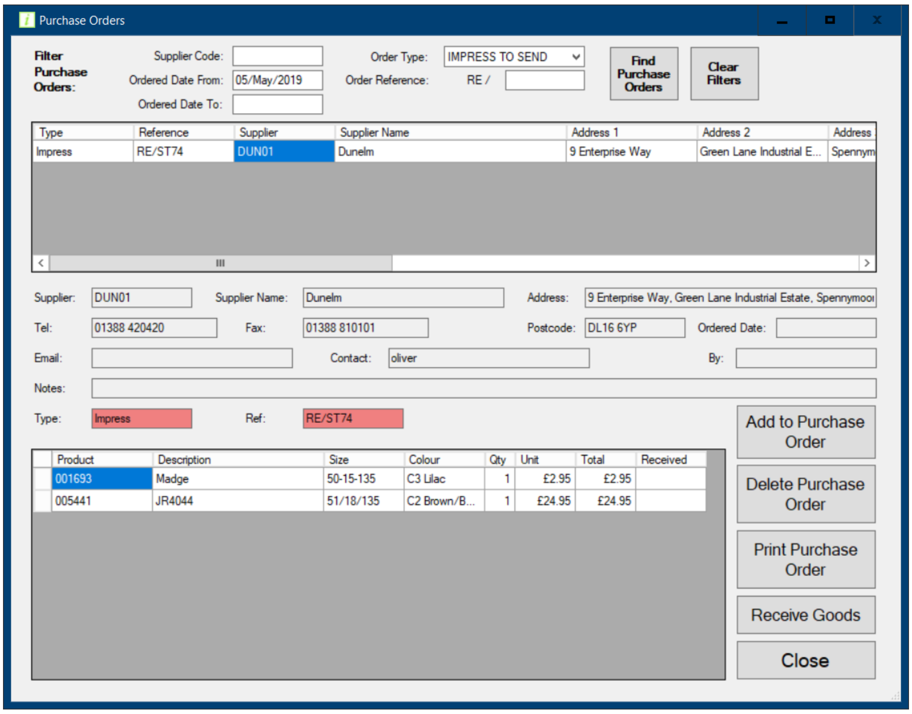
To set up a supplier, select the ‘Link to Branch’ dialog from the Suppliers tab in Maintenance. Then, as you add branch specific details for the selected supplier, e.g. local contact and branch account number, you can also select the Impress option, highlighted in red in the picture below:



Note this means that the same supplier can be an Impress supplier for some branches but not others.

Once a supplier is set up as an Impress supplier, then the first time a frame from that supplier is included on a processed glazing order, a new Impress purchase order is created, and that frame is added to it.

You can look at these Impress orders at any time from the Stock form: select the View Purchase Orders option then select the Order Type ‘IMPRESS TO SEND’. The top Panel on the form will display all current Impress Orders; you can select a specific order for a supplier by double clicking it and the lower panel will display the frames that are currently waiting to be ordered:



You can review this provisional purchase order at any time, and amend it manually before sending:

- To add additional items to this order before sending it, click the button ‘Add to Purchase Order’.
- To delete items from the purchase order, select the line to be deleted by clicking on the left most box in the grid and press Delete.
- To amend the quantity, highlight the quantity field and type in the quantity you want to order.

Once you are ready to send the purchase order to your supplier, select the purchase order that you want to print and click the ‘Print Purchase Order’ button. You can then print a paper copy of the order, or more efficiently email it direct to your supplier, by clicking the Email To Supplier button.

Once an order has been printed, you will no longer be able to view it by selecting the Order Type ‘IMPRESS TO SEND’, but you WILL be able to view and retrieve it by selecting the Order Type ‘ALL IMPRESS’.

Automated Stock Re-Ordering (Solutions etc)

This is a process for automatically creating a purchase order for products that have dropped below a specified re-order level. This can be particularly useful for products such as CL solutions, which have a limited shelf life but you need to hold sufficient stock to be able to supply your patients.

To set up automated stock reordering, you will need to decide

- What the minimum stock level you want to trigger the reorder, and
- What quantity you want to re-order.

The optimum reorder quantities will depend on several factors, such as

- What rate the products are being sold at
- How long it takes to receive orders from the supplier
- How much carriage costs are, i.e. is it better to wait to send one large order with possibly larger quantities or send multiple smaller orders
- What quantity discounts are available for bulk orders
- How often you want to run the process, e.g. every week or every month. For example, if you want to set aside a single day per month to do all the re-ordering it would be sensible to have higher Min Stock levels and higher re-order quantities

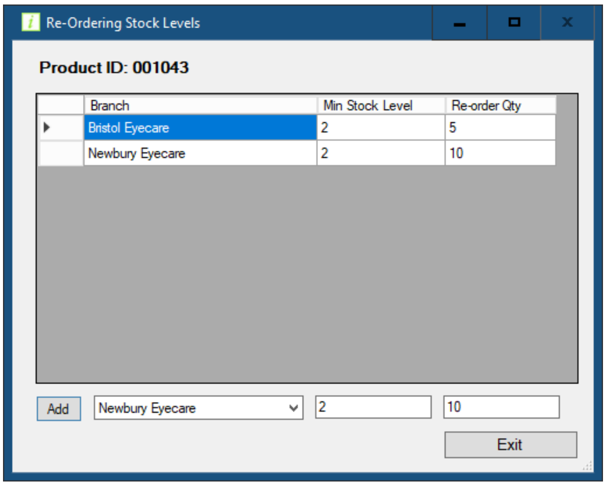
For the first figure, you can review the sales for each product, you can do this in several ways:

- Review the sales for an individual product from the stock form
- Use the 'Full Sales Report' from the POS report menu and selecting a suitable time period, e.g. sales over the previous 6 months
- Use the Detailed Stock Sold report from the Stock report menu, again for a suitable period of time, e.g. the last 6 months. (See Appendix 1 to see how to summarise this report in Excel).

All these factors will change over time so this is one area of the system that you should keep under constant review.

Having decided what minimum stock level and reorder quantities you want, then you enter those against each product on the Product tab of Maintenance.

Select the Product then click the 'Set Re-ordering Levels' button on the top right corner of the form. You will then be presented with the following dialog:



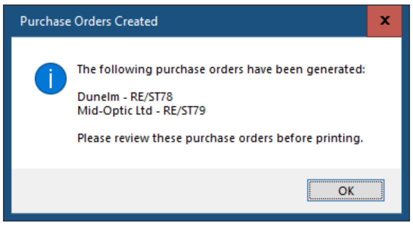
This enables you to set the Min Stock Level and Re-order Qty for the selected product for each branch.

Note that you can also remove products from this list, by highlighting them and pressing Delete.

Ordering Product Below Min Stock Level

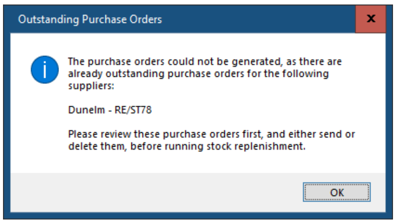
Purchase orders are created for products below reorder level using the Replenish Stock button on the Stock form:

This looks at every product that has a Min Stock Level recorded against it and, where it finds product(s) that have dropped below, creates a Purchase Order to the relevant supplier for those products. The suppliers are listed in a dialog box like this:



The purchase orders themselves can be reviewed before printing, by selecting View Purchase Orders then selecting Order Type 'Replenish to Send' and clicking Find Purchase Orders. Just like other purchase orders, you can add additional products, delete products, and amend quantities before printing and sending the purchase order to your supplier.

Note 1: You cannot create a Replenish type order for a supplier if there is already a Replenish order for that supplier waiting to be sent. If this is the case, then you will see a message on screen like this:



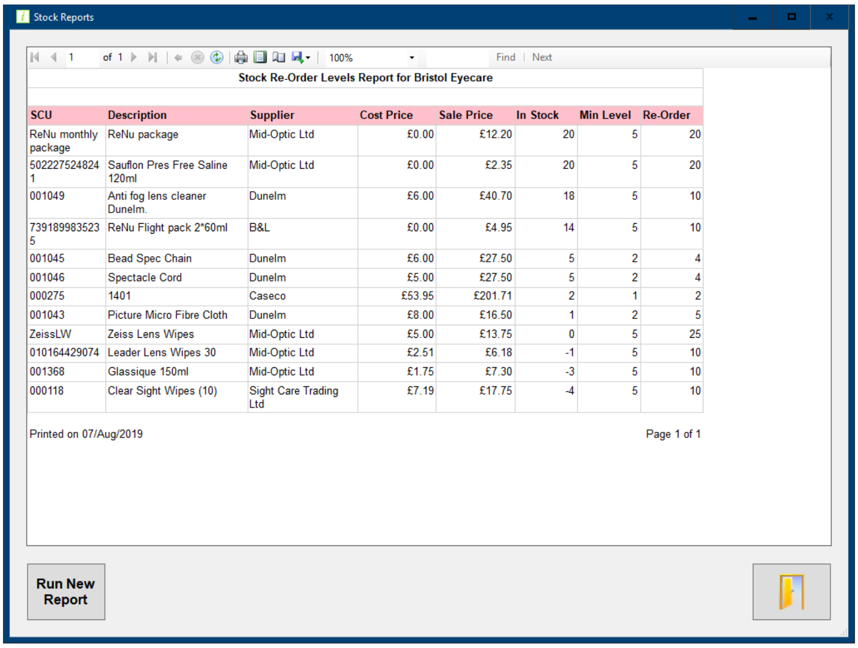
You can either retrieve the purchase order(s) and print them, or, (possibly better), delete the outstanding purchase order – RE/ST78 in the example above – and then run the Replenish process again, as this will include all the products that were waiting to be ordered in the previous PO too.

Note 2: To avoid overstocking, the Replenish Stock process considers existing purchase orders that have been created for the supplier but have not yet been received.

Details of products that are set up for re-ordering can be listed from two stock reports:

Products Below Min Stock Level - This shows all those products which are due to be reordered in the next Replenish order.

Stock Re-Order levels – This lists all products that are set up with Minimum stock levels and Re-Order quantities:


Stock Reports

Stock Re-Order Levels Report for Bristol Eyecare

SCU	Description	Supplier	Cost Price	Sale Price	In Stock	Min Level	Re-Order
ReNu monthly package	ReNu package	Mid-Optic Ltd	£0.00	£12.20	20	5	20
5022275248241	Sauflon Pres Free Saline 120ml	Mid-Optic Ltd	£0.00	£2.35	20	5	20
001049	Anti fog lens cleaner Dunelm.	Dunelm	£6.00	£40.70	18	5	10
7391899835235	ReNu Flight pack 2*60ml	B&L	£0.00	£4.95	14	5	10
001045	Bead Spec Chain	Dunelm	£6.00	£27.50	5	2	4
001046	Spectacle Cord	Dunelm	£5.00	£27.50	5	2	4
000275	1401	Caseco	£53.95	£201.71	2	1	2
001043	Picture Micro Fibre Cloth	Dunelm	£8.00	£16.50	1	2	5
ZeissLW	Zeiss Lens Wipes	Mid-Optic Ltd	£5.00	£13.75	0	5	25
010164429074	Leader Lens Wipes 30	Mid-Optic Ltd	£2.51	£6.18	-1	5	10
001368	Glassique 150ml	Mid-Optic Ltd	£1.75	£7.30	-3	5	10
000118	Clear Sight Wipes (10)	Sight Care Trading Ltd	£7.19	£17.75	-4	5	10

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Run New Report

Receiving Stock

When you receive stock, you should always record the fact that it has been received against the relevant purchase order. This will achieve several objectives depending on the type of order that you are dealing with. In all cases, recording the fact that a purchase order has been received will make it possible to reconcile those purchase orders with the relevant invoices – see the section on Invoicing for further details about this.

Spectacle orders

These are marked as being received by clicking the Received and Checked Date flag on the Spectacle Order form. This will update any linked frame or lens orders as having been received and move the relevant spectacle order from the list of Outstanding Orders to the list of Uncollected Orders.

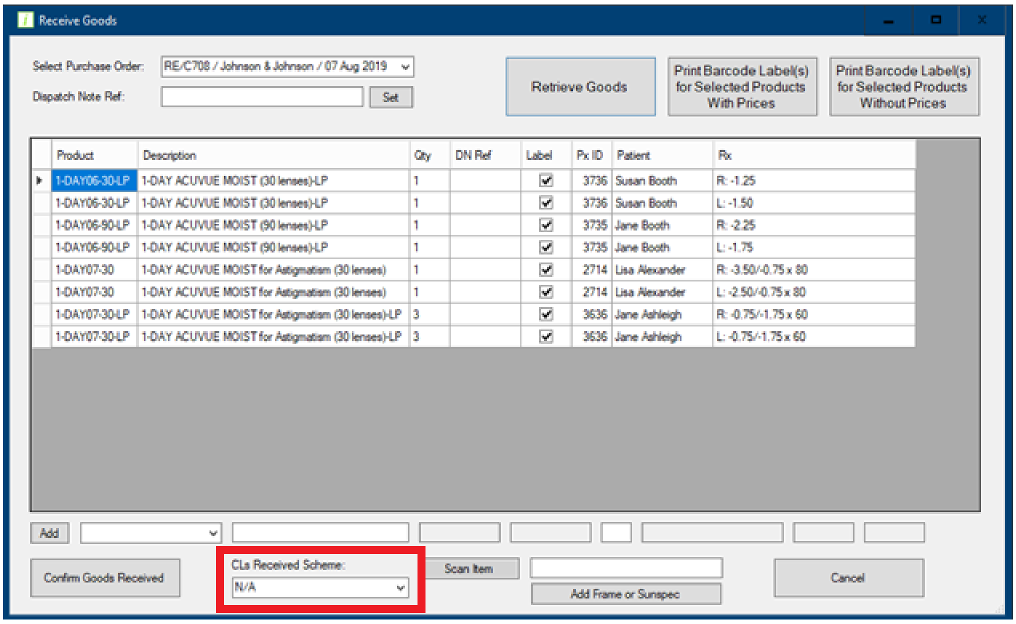
Note that if you later find that the order has not been made correctly, then you can untick the box. This will mean that the order is once again an outstanding one; it will also put a note in the 'Progress and Collection Notes' form.

Contact Lenses

When you receive a batch of contact lenses, they should be accompanied by a delivery note which will have your order reference on it, e.g. 'RE/C675'.

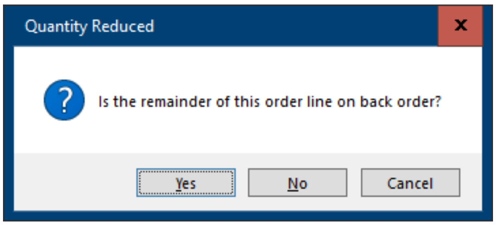
From the CL Management form, (it does not matter which patient record is on display on the Main form), click the Receive Goods button.

In the top left-hand corner, there is a dropdown which displays the list of current CL purchase orders that have not yet been received. Select the PO for the goods that have arrived and click the 'Retrieve Goods' button:



You can now check that the despatch contains all the items that were ordered, and the correct powers have been supplied.

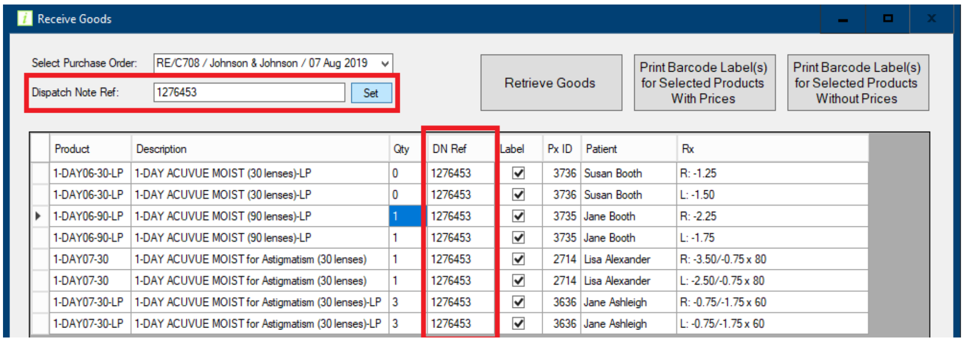
If certain lenses are missing, then you should amend the quantity to reflect the quantity actually received. The system will then ask display the following dialog:



The answer to this will usually be Yes, as contact lens shortages are usually resolved quite quickly. *Answering yes will mean that this PO will not be flagged as having been delivered, and it will still appear on the list of CL POs waiting to be delivered.* You will then be able to record the delivery of the missing lenses, when they finally arrive, against the original purchase order.

If, on the other hand, you answer No, then this PO will be flagged as complete. Typically, you would then need to raise another PO for the missing lenses.

If you are using Purchase Invoice Processing then you can enter the despatch note reference that accompanied the lenses, by entering the reference in the Despatch Note Ref box and pressing the Set button:



This will enable you to reconcile the goods that have been delivered against the relevant purchase invoice.

When lenses have been received you normally need to contact the patients to let them know their contact lenses have arrived. I-Clarity has 2 ways of achieving this:

- You can create a recall scheme of the type ‘CLs Rec[eived]’ in Maintenance then, when CLs are received, apply the scheme using the ‘CLs Received Scheme’ dropdown on the Receive Goods form, (highlighted in red in the picture above). This will send a communication to each patient of the type specified by the recall scheme, and this can be set up so that the patient will receive further communications until they collect their lenses. (Note: if you have a recall scheme with multiple stages, you must remember to cancel the reminders manually when a patient collects their lenses). This is the recommended approach if you have large numbers of patients regularly receiving contact lenses, where manually contacting each patient would otherwise be very time consuming.

- Alternatively, if you don't assign a recall scheme to the recipients of the selected purchase order, then the patients will automatically be put in the action list for a member of staff to work through and contact each patient manually.

Other Stock (Frames etc)

All other purchase orders are processed from the Stock form. If you click the Receive Goods button you are then presented with the same Receive Goods form as the previous section, but the dropdown allowing you to select the purchase order only displays stock purchase orders, i.e. it excludes spectacle and CL POs.

From this form you can perform the following tasks:

- Record that the goods have been received. (Note that you can also print barcode labels for the selected goods at this stage).
- Record that some products have NOT been received, and either put them on backorder or not.
- Add additional products to the purchase order (this may be particularly useful if a supplier has substituted one product for another as this will allow you to make sure that your stock levels are updated correctly).
- Assign a despatch note reference to each of the product lines that have been received.

Purchase Invoice Processing

Once you have created purchase orders and recorded the fact that the goods you ordered have been received (or not, as the case may be) then you can use i-Clarity to reconcile your purchase orders and delivery notes with the supplier invoices. This complete purchase order processing ('POP') cycle has several benefits:

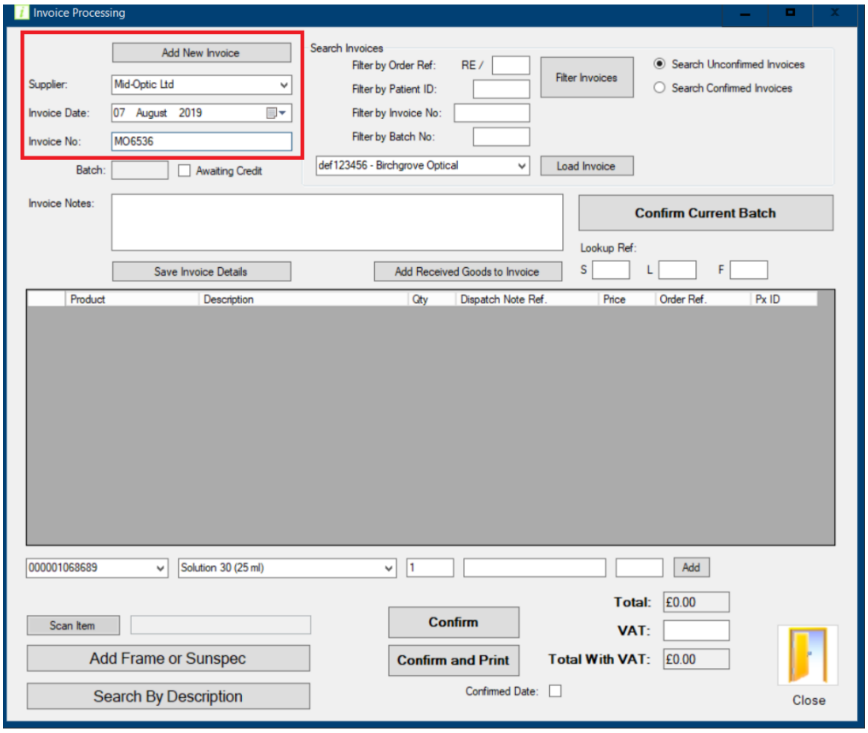
1) When you record goods received you are checking that you have received the goods that you have ordered – and *only* those goods that you have ordered.
2) When you reconcile the supplier invoices with goods received/delivery notes you are checking that you are only paying for goods that you have actually received.
3) When you reconcile the supplier invoices with goods received/delivery notes you are also checking that the cost price you thought you were paying is what you have actually been charged.
4) You can search electronically through your invoices by several criteria, e.g. spectacle order number or Px ID, so you have information to hand if you need to query faulty goods or returns with your supplier.
5) Finally, the reconciled invoices can be batched together and electronically exported so that they can be imported to your accounts package of choice for later payment.[1]

Entering Invoice Details

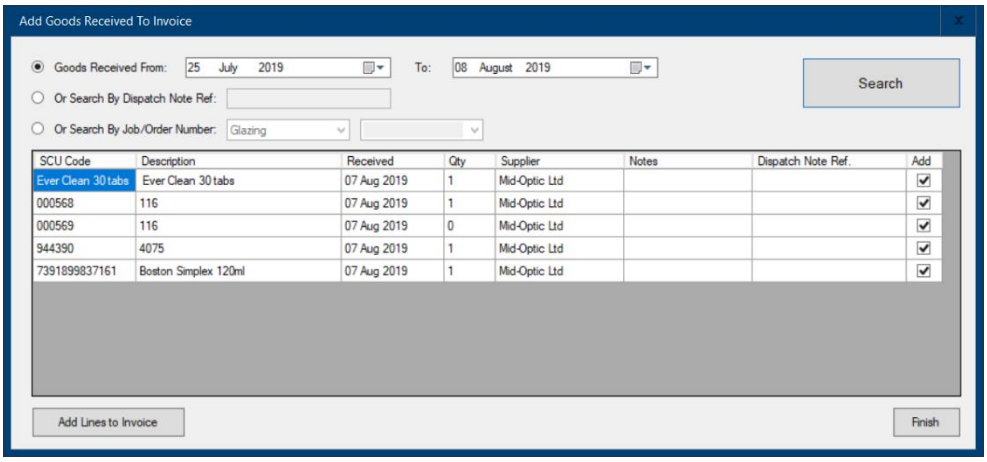
When you receive invoices from your supplies you enter them into i-Clarity using the Invoice module:

1) To enter invoice details, access the Invoicing module from i-Clarity main form.
2) Click the 'Add New Invoice' button and enter the invoice details (outlined in red in the picture below), then click Save.

[1] This is currently a bespoke option and is chargeable. Please contact a member of the i-Clarity team if you are interested in this option.

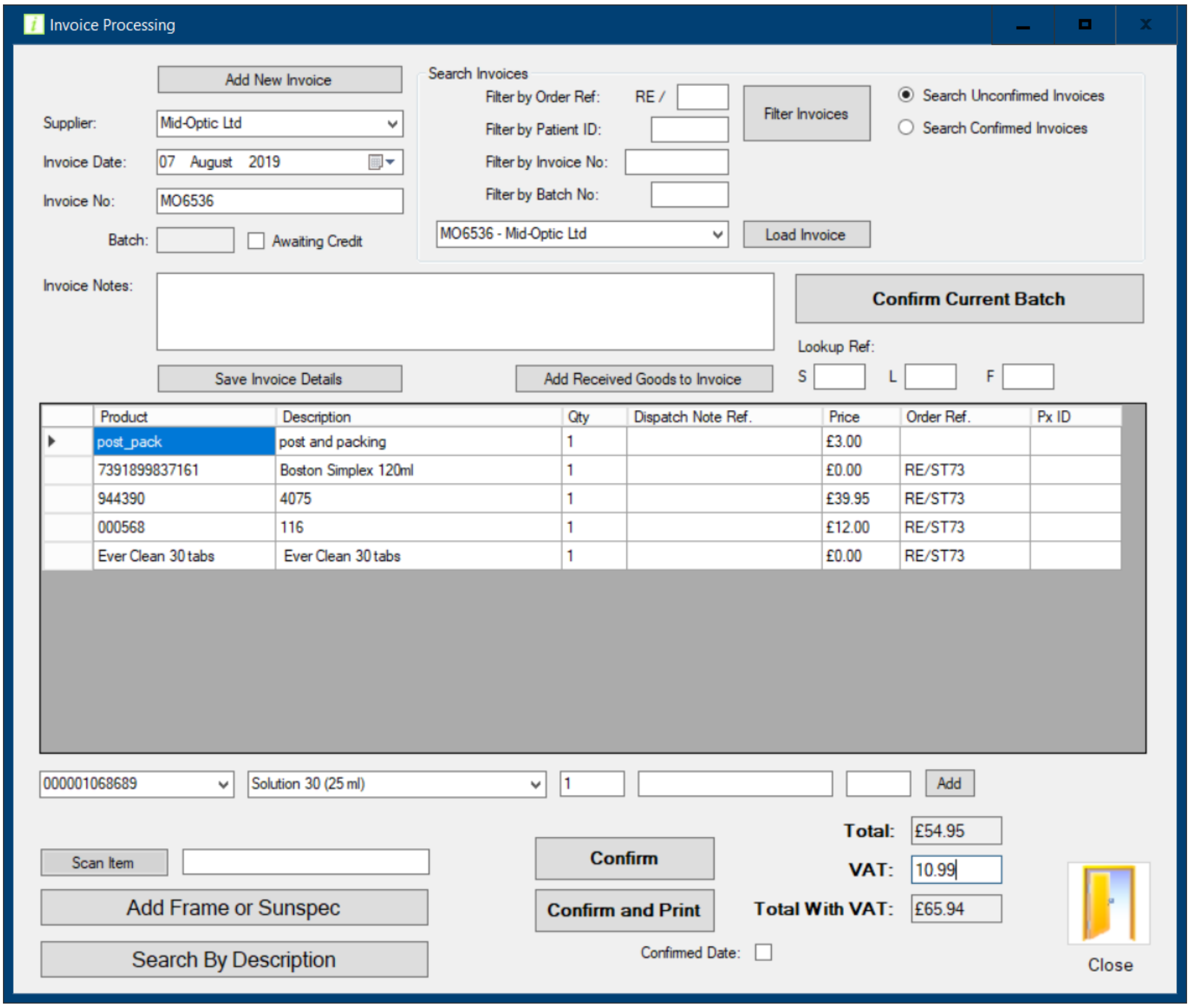


3) You can now add items that have been received from this supplier to the invoice by clicking ‘Add Received Goods To Invoice.’ This will display the following form:



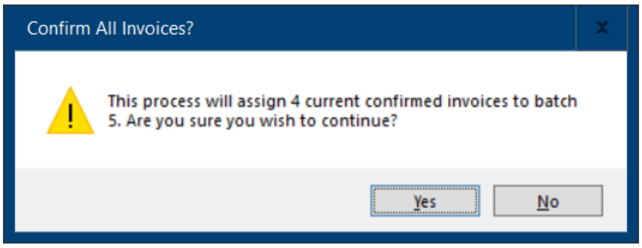
4) You can now search for the items that you have received by
   a. Date received
   b. Despatch note reference
   c. By order number
5) You can then compare what has been delivered with the supplier invoice, and if they match, add those lines to the invoice.
6) Repeat steps 4 and 5 as necessary, for example a lab or CL supplier may send many despatches during the course of a month with several delivery notes but then a single invoice at the end.
7) As you add lines to the invoice i-Clarity will list the cost price as recorded in i-Clarity. If these are different from those on the invoice from the supplier, then the difference should be investigated.

8) You can amend the price of the invoice line in i-Clarity by overtyping it. Note: This does not update the price in the i-Clarity product catalogue, so you may wish to update this and review the retail price that you are charging.
9) You can add other products and services to the invoice, e.g. for products that have been delivered and invoiced but were not originally ordered through i-Clarity. You can use this facility to add details of postage and packing – we recommend you create a ‘product’ called ‘P and P’ or similar, so you can add it to each invoice and enter the price that the supplier has charged you.
10) Finally, enter the total amount of VAT that you are being charged in the VAT box. Note: we do not calculate the VAT as you should always enter the amount of VAT that you are being charged. If your supplier has calculated it incorrectly then you should enter the incorrect figure here.
11) Once the invoice matches your supplier invoice you can confirm it by pressing the Confirm button:



Once an invoice has been confirmed you can print it and export to a text file or spreadsheet that can be imported directly into some account’s packages e.g. Sage.

Alternatively, you can ‘batch’ together a batch of invoices, which will give a reference for that batch, as shown here:

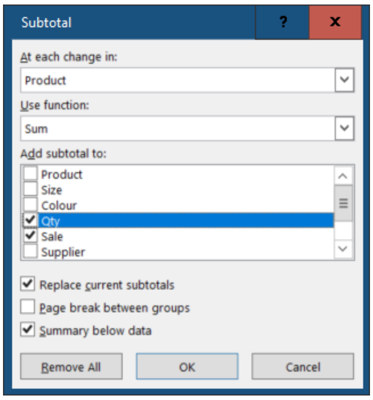


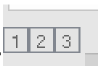
You can then file those invoices in an envelope clearly marked with the batch reference (so they can be retrieved if necessary). The batch of invoices can then be imported into an accounts package such as Sage or Xero.

Appendix 1 – Summarising the Stock Sold report in Excel

To summarise the Stock Sold Detailed report so you can see which of your products are selling best, either by quantity OR by value, perform the following steps:

- From the Stock Reports menu, select the 'Stock Sold' report. Select the date range that you are interested in, then – optionally - the Product Group, Supplier, and Range. (The Range option can be particularly useful if you are reviewing frames sold with a rep).
- When the report is displayed on the screen, export it to Excel.
- Highlight rows 1 – 7 (that contain the report selection criteria) then right click and select Delete.
- Delete each of the columns that you need to exclude to be able to summarise your data. These are Column E (Patient), Column F (Date), Column G (Cost), and Column H (Original). These last two should be always be excluded, because they may have changed over the time period covered by the report and therefore would prevent proper summarising of the data. Delete these columns by clicking each of the letters on the top row of the worksheet, right click, and selecting Delete.
- Now, select the Data menu and click the Subtotal button, you will see a dialog appear that looks like this:



- Once you click OK your data will be summarised with the Qty and Sale added up as sub totals. To only see the subtotal, (i.e. the total quantities and sales value) click the number 2 in the three boxes that appear in the top left hand of the worksheet: 

- You can then select the summary data and sort it in ascending or descending order.