

i-Clarity has two point of sale forms.

1. **The patient account.** This is accessed by ensuring the patient you would like to process a sale or payment for is active on the screen and then by clicking the 'Px Sale' icon.



2. Walk-in Sales. This is accessed by clicking on the 'Walk in' icon. The form that opens will ignore the active patient record.



The layout of both the patient account and the walk-in sale are the same, however, the walk-in sale has reduced functionality e.g. You cannot leave an outstanding balance on a walk-in sale.

Features of the patient account form.

Mr M Rutherfud (6245) Sales Transactions Summary Date Value To Pay 28/07/2020 £10.00 £10.00 28/07/2020 £300.00 £200.00 28/07/2020 £21.31 £0.00	A full list of the sales put through o the patient's account, including all historical sales, will be listed in the 'Sale Transactions Summary' field. It shows the date of the sale. The total value of the sale and the amount the patient has left to pay.
11/07/2020 £50.00 £0.00 []	 Lines in white have been paid in full Lines highlighted in pink have an outstanding balance the patient needs to pay Lines highlighted in green have an overpayment, so the patient is owed money or has a credit on the account The single line highlighted in blue is the selected sale.
Total Outstanding Balance: £210.00	The total outstanding balances of all the individual sales is shown at the bottom of this column.
Create Enter Write Off Payment	Create RefundAmend PaymentPrint ReceiptPrint Full ReceiptPrint VAT Receipt



payments field.

It shows the total sales value.

The total paid against the sale.

The outstanding balance of the sale.

Value 10 Pay 107/2020 £10.00 £10.00 1 107/2020 £300.00 £200.00 1 3/07/2020 £21.31 £0.00 1 1/07/2020 £50.00 £0.00 1	Product Description uty Ref Price 7320840000064 Supranettes (20) 1 0 £10	0.00
	Details of Selected Transaction - Payments	More Info
	Payment Type Date Paid Amount	Show Transactions Paid by DD or Write-off
		Show Refund/Write Off Reason
tal Outstanding Balance: £210.00	Transfer Payments Total Sales Value: £10.00	Open Cash Drawer Go To
E.C.	10081 P310 50 00	Ordering
nig	Outstanding Balance of This Sale: £10.00 Send Receipts by Email: □	Go To NHS Claims
Create New Sale	Outstanding Balance of This Sale: £10.00 Send Receipts by Email: Create New Sale. Clicking on this button will open the new	Go To NHS Claims
Create New Sale Payment Write Off	Inlight transaction to transfer payment from Dotter late: 10000 Outstanding Balance of This Sale: £10.00 Send Receipts by Email: Image: Create New Sale. Create New Sale. Clicking on this button will open the new	Go To NHS Claims sale form.
Create New Sale Payment Write Off	Initial transaction to transfer payment from Dotter late: 1000 Outstanding Balance of This Sale: £10.00 Send Receipts by Email: Image: Create New Sale. Create New Sale. Clicking on this button will open the new Create Sale Home NHS Private NHS Private Staff Member Staff Member	Go To NHS Claims sale form.
Create New Sale Payment Write Off	Inlight transaction to transfer payment from Dotter late: 1000 Outstanding Balance of This Sale: £10.00 Send Receipts by Email: - Create New Sale. Drint Full Clicking on this button will open the new Image: Create Sale Home NHS Private NHS Private Sugramett Mencare Sugramett Sugramett	Go To NHS Claims sale form.
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Create New Sale Payment Write Off	Initial transaction to transfer payment from Dotter Full 200.00 Outstanding Balance of This Sale: £10.00 Send Receipts by Email:	er. Test User

	cactions	Summo	n.		Dotaile of 9	Soloctod	Trancas	tion C	aloc Itomo					
ate /07/2020 /07/2020 /07/2020 /07/2020	Value £	T 210.00 300.00 221.31 250.00	o Pay £10.0 £200.0 £0.0 £0.0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Product 7320840000	D64 Su	lescription	n s (20)		Qt 1	V Ref 0	Price £10.0	Discount 0	
					Details of S	Selected	Transac	tion - P Date Pa	ayments	Amount		1	More Info Show Transactions Paid by DD or	3
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otal Outst	anding B	alance:	£21(0.00 Ticl hig	Transfer k transaction t hlight transact	Paymen o transfer p tion to trans Outst	payment to sfer payment anding E	Tota o, then ent from Balance d Rece	I Sales Valu Total Pai of This Sal	e: d: e:	£1(£(£1(0.00 0.00 0.00	Go To Ordering Go To NHS Claims	2
Create New Sa	e P	Enter ayment		rite Off	Creat Refur	te nd	Ameno Payme	d nt	Print Receipt	Prin	t Full ceipt	Print VA Receip	AT	
	Paym	ont												
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Mr M Rutherfuc	l (6245)								- 0)
Sales Transa	ctions Summ	ary	Details of Select	ed Transaction -	Sales Items					
Date	Value	To Pay	Product	Description		Qty	Ref	Price	Discount	
28/07/2020	£10.00	£10.00	7320840000064	Supranettes (20)		1	0	£10.00		
28/07/2020	£300.00	£200.00								
28/07/2020	£21.31	£0.00								
11/07/2020	£50.00	£0.00								
			Details of Select	ed Transaction -	Payments			_	More In	nfo
			Payment Type	Date	Paid A	mount	d		Show Transactic Paid by DI Write-ot	ons Dor off
									Show Refund/W Off Rease	rite on
									Open Ca Drawer	sh r
Total Outstan	ding Balance	£210.00	Transfer Paym	nents To	tal Sales Value:		£10.00		Go To	
		T	ick transaction to trans ighlight transaction to t	fer payment to, then transfer payment fro	m Total Paid:		£0.00		Orderin	g
			0	utstanding Balar	ice of This Sale:		£10.00		Go To NH	IS
		_		Send Re	ceipts by Email:				Claims	5
Create New Sale	Enter Paymer	t Write Off	Create Refund	Amend Payment	Print Receipt	Print Rece	Full Pipt	Print VAT Receipt		

Write Off.

The write off button allows you to remove either all the outstanding balance against an individual sale, or part of the outstanding balance.

It is used when sales are entered incorrectly or when the amount left to pay needs to be reduced. For example, a pair of spectacles have been delayed and the supplier is reducing the cost and you are choosing to pass this price reduction on the patient.

Refund.

The refund button is used when a patient returns a purchased item.

You can either give a full refund or a part refund.

Mr M Rutherfu	ıd (6245)							- 🗆
Sales Trans	actions Sumr	nary	Details of Selected	d Transaction -	Sales Items			
Date	Value	To Pay	Product	Description		Qty Re	ef Price	Discount
28/07/2020	£10.00	£10.00	7320840000064 \$	Supranettes (20)		1 0	£10.00	
28/07/2020	£300.00	£200.00						
28/07/2020	£21.31	£0.00						
11/07/2020	£50.00	£0.00						
			Details of Selected	d Transaction -	Payments		_	More Info
			Payment Type	Date	Paid A	mount		Show Transactions Paid by DD or Write-off
								Show Refund/Write Off Reason
								Open Cash Drawer
Total Outsta	nding Balance	e: £210.00	Transfer Payme	nts Tot	tal Sales Value:	£	10.00	Go To
			ck transaction to transfer highlic ¹ t transaction to tra	r payment to, then nsfer payment from	m Total Paid:	H	£0.00	Ordering
			Outs	standing Balan	ce of This Sale:	f	10 00	
				Sond Doc	eints by Email	~		Claims
Create New Sale	Enter Payme	nt Write Of	f Create Refund	Amend Payment	Print Receipt	Print Ful Receipt	I Print VAT Receipt	
ransfer	Payment	s.			A	D	- 4	
ransfer	payment	will take a	payment		Amend	Paymer	π.	

made against a selected individual sale and move it to another sale.

Amend payment allows you to amend the payments against a sale. This is used to correct errors e.g. the patient said they would pay by card but then the payment failed.



Print Receipt.

Print receipt will cause a receipt to print (or be sent by email) for the highlighted sale.

If more than one sale is selected using the tick boxes, then these sales will be consolidated onto one receipt



Print Full Receipt.

Print full receipt will look through all the sales on the patient account to see if any sales have a receipt pending and will put all pending receipts onto one print out.

Print VAT Receipt.

Print VAT receipt will print a receipt for the highlighted sale and mark it as a VAT receipt.



If you have a cash drawer connected to you receipt printer, then clicking this button will open the drawer but only from the computer physically plugged into the printer.

Go To Ordering

Clicking this button will open the spectacle ordering for this patient.

Go To NHS Claims

Clicking this button will open the NHS claims for this patient.

Creating a sale

On the patient account, click on the 'Create New Sale' button.



The product the patient is purchasing now needs to be entered onto the sale.

This can be done in the following ways.

1. By clicking on one of the till buttons linked to products on your system.



2. By typing in a barcode number or scanning a barcode.

S	taff Member	Charlie Gi	bson	~
Enter Barcode	1	2	3	Enter
Get Frame or Sunspec	4	5	6	
Search By Description	7	8	9	0

Click the enter barcode button and then scan the barcode,

or

Click enter barcode and start typing the barcode number, once you have finished typing click the enter button on the keyboard. 3. Clicking Search by description

Search By Description		
Search By Description	×	
Search for description:	Go	
Description	SCU Code Price	
5	Type the product description the pa click Go or click the enter button or	atient is purchasing and In the keyboard
SCU Coc	de: OK Cancel B	
Search By Description	×	
Search for description: hyabak Description Hyabak 10ml	Go Price \$CU Code Price 8470003997744 £10.99	
	Click on the product the patient is pu highlighted and the SCU code of the	rchasing so that it is product is displayed
SCU Coc	de: 8470003997744 OK Cancel	
		Then click ok

Each of the above methods will display the product details and price on the right-hand side.

T	Home							
sis Plan	NHS Dom (1st)	S	taff Member 732084000	: Charlie Gi 10064	ibson	~]	If the patient is purchasing more than one item of any
	Low	Enter Barcode	1	2	3	Enter		product, after the product details have been displayed
	Assess Carrier Bag	Get Frame or Sunspec	4	5	6			on the right-hand side, click on the 'Amend Qty' button and then use the number
Qty	(WAG) Total	Search By Description	7	8	9	0		buttons to increase the quantity number
		De	Scription:	Supranettes	(20)	^ 		
			ist Prico:			nd Qty		
		Li Adjustment L	Reason: ine Total:	£4.10	10	£4.10		
	Confirm Sale		Add to S Hom	Sale - e		Add to Sale		

Click Add to Sale. This will add a line item to the sale and will be shown in the bottom left-hand box.

Frames Lenses	S Contact Lenses Cleaners/ Cloths		Bag (WAG)	Search By	7
Product Code	Description	Qty	Total	Description	
7320840000064	Supranettes (20)	1	£4.10	De	scription
					Quantity
					st Price.
				Adjustment	Reason
] L	ine Tota
Cancel Sale	Remove Item		Confirm Sale		Add H

If the patient is purchasing more than one product you can repeat the above steps to add more line items to the sale.

Once you have finished adding all the required products to the sale, click the 'Confirm Sale' button.

Confirm Sale

This will add the sale to the patient account and open the enter payment screen.

(Enter Payment	ts								-	×
	Manual PDQ	Discount		Am	ount to Pay:		£4.10	Show Bal	/ Entire ance		
	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			£4.10	Confirm	n Amount		
	DD/SO - PS	Interest Free	Returned Cheque	Online Payment	BACS			Clear	Amount		
						Payment 1	Гуре	Amount			
						Total en	tered:		£0.00		
	Add to Fam Payment	nily s				Confirr	n Total	Ca	incel		

You can now either proceed to take a payment for the sale or you can click the cancel button to leave the sale with a full outstanding balance for the patient to pay at a later date.

Entering a payment against a sale.

If the enter payment screen is not already open after adding a sale to the patient account, you can open the enter payment screen by highlighting the sale you would like to add a payment to.

Sales Trans	actions Sumr	nary	Details of Selec	ted Transaction - Sales	Items			
Date	Value	To Pay	Product	Description	Qty	Ref	Price	Discount
03/08/2020	£4.10	£4.10	7320840000064	Supranettes (20)	1	0	£4.10	
03/08/2020	£70.00	£0.00						
28/07/2020	£10.00	£0.00						
28/07/2020	£300.00	£0.00						
28/07/2020	£21.31	£0.00						
11/07/2020	£50.00	£0.00						
					Single clic to highlig	ck on ht blue	the sale e	summery lir
			Details of Selec	ted Transaction - Payn				
			Payment Type	Date Paid	Amount			Show

Then by clicking on the 'Enter Payment' button.

🕖 Enter Payment	ts								-	
Manual PDQ	Discount		Am	ount to Pay	:	£4.10	Shov Ba	v Entire lance		
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			£4.10	Confir	n Amount		
DD/SO - PS	Interest Free	Returned Cheque	Online Payment	BACS			Clear	Amount		
		1			Payment	Туре	Amoun	t		
					Total er	ntered:		£0.00		
Add to Fan Payment	nily s				Confir	m Total	C	ancel		

Once the enter payment screen has opened click on the payment method the patient is using.



Once selected the payment method button will turn light blue.

The full amount outstanding will be displayed at the top of the screen and in the confirm amount field.

	Amo	ount to P	ay:		£4.10		
lne	Cash	Amex		1	2	3	(Minus)
S air	Hospital	Corporate		4	5	6	
her 7.50	Voucher F £85.60	Voucher		7	8	9	0
er er	Other Card				£4.10	Confirm	n Amount
						Clear	Amount

If the patient is paying the full amount that is outstanding, then click on the confirm amount button to add the payment to the confirmation box.

1	2	3	(Minus)
4	5	6	-
7	8	9	0
	£4.10	Confirm	n Amount
		Clear	Amount
Payment 1	Гуре	Amount	
Total en	tered:		£0.00
Confirm	n Total	Са	incel

If the patient is only paying a deposit, e.g. not the full amount, then use the number buttons to enter a different payment amount.

£100.00										
1	2	3	(Minus)							
4	5	6								
7	8	9	0							
	£100.00	Confirm	n Amount							

The new payment amount will now be displayed in the confirm amount field.



Then click confirm amount to add the payment to the confirmation box.

If the patient is using two different payment types, e.g. half card and half cash you can repeat the above steps so that you have two payment lines in the confirmation box.

Once the payment is displayed in the confirm total box. Click Confirm total.

Payment Type	Amount
Visa M'card Delta	£50.00
Total entered:	£50.00
Total entered:	£50.00
Total entered: Confirm Total	£50.00 Cancel

The enter payment screen will close and a payment will have been recorded against the sale on the main patient account form.

Mr B Rutherfud (6248)								
Sales Transactions Summary	Details of Selec	cted Transaction -	Sales Items					
Date Value To Pay	Product	Description		Qty	Ref	Price	Discount	
29/07/2020 £100.00 £50.00	BGC60	Core plastic Stoc	k MAR coated	1	7666	£22.41		
	BGC60	Core plastic Stoc	k MAR coated	1	7666	£22.41		
	936772	000641		1	7666	£55.18		
	Glazing	Misc Glazing Cha	rge	1	7666	£0.00		
The survey with the second								
The amount to pay								
has been reduced								
	Details of Sele	cted Transaction -	Payments				Moro Info	
	Devenent Trees	Data	- Daid Area				More into	
	Payment Type	Date		ount	650.00		Show	
	Visa w card Della	04/00	2020		250.00	_	Daid by DD or	
							The navme	nt hac
							ine payme	111111111111111111111111111111111111111
							been record	ded
							against the	sale
							- 0	
	Transfer Pav	ments To	tal Sales Value:		6100.00	/ L		
	Tick transaction to tran	sfer payment to, then			£100.00		Go To	
	highlight transaction to	transfer payment fro	m Iotal Paid:		£50.00		Ordering	
	(Outstanding Balar	ce of This Sale:		£50.00		Go To NHS	
		Send Re	ceipts by Email:				Claims	
Create Enter Write	Off Create	Amend	Print	Print	Full	Print VAT		
New Sale Payment	Potund							

Applying a discount to a sale

There are 3 ways to discount a sale. Two methods are available on the date the sale is entered onto the system. The third option is used on a date after the sale was added to the patient account.

Applying a discount when creating a new sale

On the Create New Sale screen, select the product the patient is purchasing as normal.



Depending on the set up of your system you may be able to enter an adhoc sale price for a product.

After selecting the product the patient is purchasing, select a reason for the adjustment from the drop-down list as described above. Before clicking Add to sale use the number buttons to enter a new sale price for the product. Then click add to sale as normal.

Applying a discount before entering a payment.

Like the above method this can only be done on the date of the sale.

On the enter payment screen of the patient account, there is a button at the top left called 'Discount'.

🕖 Enter Payme								
Manual PDQ	Discount		Am	ount to Pay:		£221.00	Show Bala	Entire ance
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			£221.00	Confirm	Amount
DD/SO - PS	Interest Free	Returned Cheque	Online Payment	BACS			Clear /	Amount
					Payment	Туре	Amount	
					Total er	ntered:		£0.00
Add to Fan Payment	nily ts				Confir	m Total	Ca	ncel

Click on the discount button.

oı £	Add Discount			×	9
_	Discount Reason:	[NONE]	~		
c	Original Price:	£221.00			:
(Adjusted Price:	£221.00			
		Confirm	Cancel		•
C Pa	yment			_	5

In the Add Discount window select a discount reason from the drop down.

This new adjusted price will be displayed.

L E	Add Discount		×
0	Discount Reason: Original Price: Adjusted Price:	2nd Pair Sunnies 50%	
0		Confirm Cancel	

Click Confirm.

The new price will be entered onto the enter payment screen and the main patient account screen will also be amended to match the new adjusted price.

Amo	ount to P	ay:	£110.50		Show Entire Balance		
sh	Amex		1	2	3	(Minus)	
pital	Corporate		4	5	6		
her F 5.60	Voucher		7	8	9	0	
ner Ird				£110.50	Confirm	Amount	
					Clear	Mount	

Proceed with entering a payment as normal.

Reducing the balance the patient must pay on a sale.

This method is used if a sale needs to be discounted at a later date.

On the main patient account screen, single click to highlight the sale that needs the outstanding balance reducing.

	d (6248)							-		
Sales Trans	actions Summ	nary	Details of Selec	ted Transaction - Sales Items						
Date	Value	To Pay	Product	Description	Qty	Ref	Price	Discour	nt	
04/08/2020	£110.50	£110.50	005628	MJ225 Rainbow Falls, 63/17/125, 225	1	0	£110.50	2nd Pair	Sunn	
29/07/2020	£100.00	£0.00								
			Details of Selec	ted Transaction - Payments				Mc	ore Info	D
			Details of Selec	ted Transaction - Payments Date Paid Amo	unt			Mc	ore Info	D
			Details of Selec	ted Transaction - Payments Date Paid Amo	unt		1	Mc	ore Info	D
			Details of Selec	ted Transaction - Payments Date Paid Amo	unt		1	Mc Trar Paic W	ore Info Show Isaction J by DD o Irite-off	D S Dr
			Details of Selec	ted Transaction - Payments Date Paid Amo	unt		1	Mc Trar Paic W	ore Info Show Isaction I by DD o Irite-off Show	D S Dr

Click the 'Write Off' button.

6				Outs
	Create New Sale	Enter Payment	Write Off	Create Refund

In the write off window, enter the amount the balance needs to be reduced by.

Confirm Writeoff	×
Amount: 110.50 Restore to Stock Reason: OK Cancel	If you are using the i-Clarity stock module, then tick or untick this box as applicable.

Then type a reason for the write off and click 'OK'.

The balance outstanding will be reduced, and a write off will be entered against the sale to show the amount to pay was reduced.

Date	Value	To Pay	
04/08/2020	£110.50	£60.00	

Details of Selected Transaction - Payments									
Payment Type	Payment Type Date Paid Amount								
Write Off	04/08/2020	£50.50							

Refunding a Sale in Full.

This method of refund is used if a patient returns a product and is owed a full refund.

1 Mr M Brown (6251)						- 🗆 ×
Sales Transactions Summary	Details of Selected Tran	saction - Sales Items				
Date Value To Pay 04/08/2020 £195.00 €0.00	Product Descri 936644 MJ Bryo	Product Description 36644 MJ Bryon Bay, 62-19-125, 746-03F - M				Discount
Salı hav	e of Sunglasses t re been returned.	hat				
	Details of Selected Tran	saction - Payments				More Info
	Payment Type Visa M'card Delta	Date Paid # 04/08/2020	Amount £	195.00		Show Transactions Paid by DD or Write-off
						Show Refund/Write Off Reason
						Open Cash Drawer
Total Outstanding Balance: £0.00	ck transaction to transfer payments	Total Sales Value Int to, then ayment from Total Paid	:	£195.00 £195.00		Go To Ordering
	Outstandi	ng Balance of This Sale Send Receipts by Email:	:	£0.00		Go To NHS Claims
Create Enter Write Off	Create Am Refund Pay	end Print ment Receipt	Print F Rece	Full F ipt I	Print VAT Receipt	

Tick the box next to the sale that needs refunding.

0	Mr M Brown (62	251)		
	Sales Transa	actions Summ	nary	
	Date	Value	To Pay	
	04/08/2020	£195.00	£0.00	

Click on the button 'Refund Selected Sale'



This will open a confirmation window, which also gives you the option to return a product to stock.

Click 'Yes' to proceed.

5	Issue Refund	×	
I	Are you sure you want issue a refund for £195.00?	•	ď
V	Return to stock Yes No		

A refund for the selected sale will be entered onto the system and the enter payment screen will open automatically.

If you are adding the refund to the patient account so it is ready to return the payment when the patient arrives then you can click 'Cancel'.



On the enter payments screen select the method that is being used to return the payment to the patient.

Marida Pola	LASCOURE		Ame	ount to Pay:		£195.00		
Visa M'card Delta	Debit Card	Cheque	Cash	Amex	1	2	3	(Minus
					4	5	6	
					7	8	9	0
		Super Saver	Other Card	HO Refund		£195.00	Confir	m Amount
DD/SO - PS	Interest Free	Returned Cheque	Online Payment	BACS			Clea	r Amount
					Payment	Туре	Amour	nt
					Total er	ntered:		£0.0

The amount to be refunded will be shown as a minus figure.

Click confirm amount and confirm total.

Refunding part of a sale

This method is used if the patient is due a refund for part of a previous sale.

Click the button 'Create Refund'



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This will open the create refund screen. It is like the create sale screen, but the price of all products entered with be preceded with a minus.

Using the same methods as when creating a sale, select the product that needs to be refunded.

	Staff Member 732084000	Charlie Gibs	son	~	The s scree Click	elect n. 'Add	ed pi	roduc efund	ct will	appe	ar on th	ne rig	ıht-ha	and s	ide of th
Enter Barcode	, 1	2	3	Enter	This will add the product line to the refund.										
Get Frame or Sunspec	4	5	6		Create New	Sale									- 🗆 ×
Search By Description	7	8	9	0	Cre	ete F	Student	Contact Lens	OCT Scan	Home			-£	4.	10
	Description: Supranettes (20)			Supranet es (20)	Menicare Plus 250ml	Blephaclea n 20 Sterile Wipes	Fees Blephasol 100ml	Analysis Lens Plan Fee	NHS Dom (1st)	Staff Member: Charlie Gibson 3 Dom 7320840000064 1st)					
Adjustme	List Price:	£4.10	Total:	£4.10	Misc Acc	NHS Repair		Selvyt Cloth 10*10		Low Vision Assess	Get Frame or	1	2	3	Enter
d	Add to Re	£4.10	Add	I to Refund	Frames.	Lenses	Contact Lenses	Cleaners/ Cloths	Ohi	Carrier Bag (WAG)	Sunspec Search By Description	7	8	9	0
					7320840	000064 S	Supranettes	(20)	-1	-4.10	L Adjustmer	escription: Quantity: ist Price: nt Reason:	0.03	Ame 00 Total:	0 Aty £0.00

Once all the products have been added to the refund

click Confirm refund.

The enter payment screen will open.

Select the payment method being used to return the money to the patient.

Cancel Refund

Click confirm amount and confirm total.

The price of the product to be refunded can be amended by using the number buttons if necessary

Add to Refund

Add to Refund -

Confirm Refund