PHARMHOS
medications management

Merlin
Quick
Reference Guide

Point of Sale
(POS)

Revision History

Version	Date	Author	Comments
	4/1/16	Hai Nguyen	Document created
	26/2/16	Hai Nguyen	Document updated to include NEW POS GUI version

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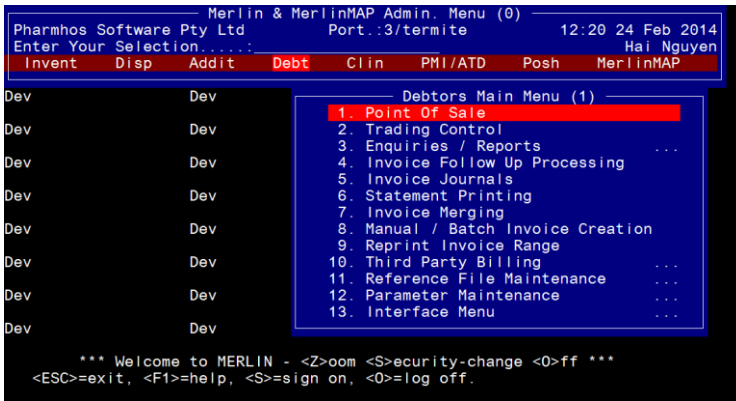
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1. Merlin Classic Till Register

The Point of Sale screen is located in:
Debtors → 1. Point of Sale

1.1. Process a Pharmacy Invoice Payment

This section is only applicable if Dispensing is set up to generate patient dispense invoices.

- In Field 1.Trans. No, press ENTER to generate a new POS transaction record.
- In Field 3.Trans. Type, select 'Payment'
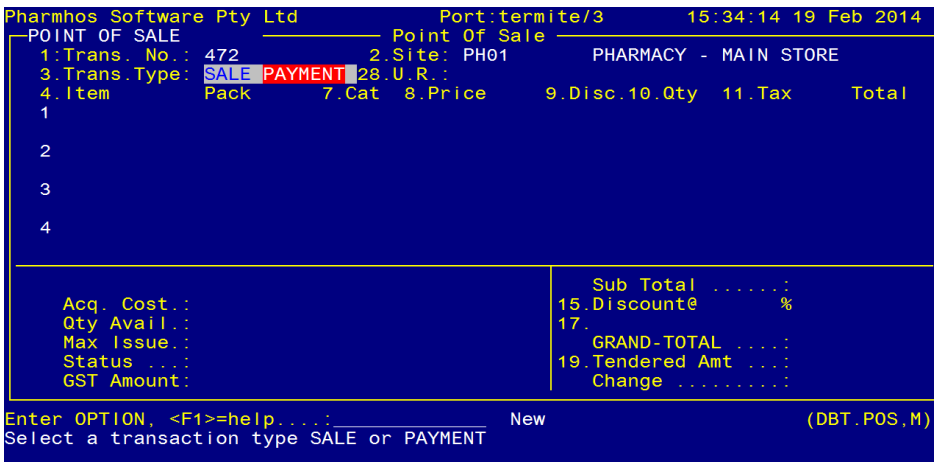
- In Field 4:

Enter 'I' followed by the invoice number (or 'scan' if scanning facility is available on the patient dispense invoice)

```
Pharmhos Software Pty Ltd          Port:termite/3      15:43:06 19 Feb 2014
                         ─── Point Of Sale ───
1:Trans. No.: 472          2.Site: PH01     PHARMACY - MAIN STORE
3:Trans.Type: PAYMENT       28.U.R.:
4.Item        Pack      7.Cat  8.Price    9.Disc.10.Qty  11.Tax    Total
1 1249                   D        19.90     0.00     1    0.00     19.90
    Invoice 1249 created 08/09/2013
 2  _____

 3

 4

                                        Sub Total ......:        19.90
    Acq. Cost.:                       15.Discount@     %          0.00
    Qty Avail.:           X           17.
    Max Issue.:                          GRAND-TOTAL ....:
    Status ...:                       19.Tendered Amt ...:
    GST Amount:                          Change .........:

Enter OPTION, <F1>=help....:                              (DBT.POS,M)
Inventory code or UR Number or <I> append Invoice No. or <P> append UR No.
```

OR

Enter (or 'scan' if scanning facility is available) the Patient UR number on the patient dispense invoice. A list of unpaid ('OPEN') invoices appear in the pop-up screen. Press SPACEBAR to tag an invoice. Multiple invoices can be tagged.

```
        ─── Select items to collect payment for ───
(  98)Invoice No  Date        Charge      Paid    Balance Status
   1>1249        08/09/2013    19.90      0.00      19.90 Open
   2>1237        28/08/2013    42.50      0.00      42.50 Open
   3 1236        27/08/2013    35.75      0.00      35.75 Open
   4 1234        26/08/2013    35.40      0.00      35.40 Open
   5 1233        26/08/2013   208.20      0.00     208.20 Open

Search for.:
```

Details of invoice(s) populate the POS screen.

```
Pharmhos Software Pty Ltd          Port:termite/3      15:43:06 19 Feb 2014
                         ─── Point Of Sale ───
1:Trans. No.: 472          2.Site: PH01     PHARMACY - MAIN STORE
3.Trans.Type: PAYMENT       28.U.R.:
4.Item        Pack      7.Cat  8.Price    9.Disc.10.Qty  11.Tax    Total
1 1249                   D        19.90     0.00     1    0.00     19.90
    Invoice 1249 created 08/09/2013
 2  _____

 3

 4

                                        Sub Total ......:        19.90
    Acq. Cost.:                       15.Discount@     %          0.00
    Qty Avail.:           X           17.
    Max Issue.:                          GRAND-TOTAL ....:
    Status ...:                       19.Tendered Amt ...:
    GST Amount:                          Change .........:

Enter OPTION, <F1>=help....:                              (DBT.POS,M)
Inventory code or UR Number or <I> append Invoice No. or <P> append UR No.
```

- In Line 2:
  Enter/Scan another invoice number, OR
  Enter/Scan another patient UR number, OR
  Press ENTER to move on.
- In Field 15, Enter % Discount to be applied to the SUBTOTAL amount (if required).

- In Field 17, Select Payment Method. The options are: CASH, CHEQUE, EFTPOS, CREDIT CARD, ACCOUNTS RECEIVABLE.

```
┌─ Select Payment Method ─┐
│    Cash                 │
│    Cheque               │
│    Elec. Funds Trans.   │
│    Credit Card          │
│    Accounts Receivable  │
└─────────────────────────┘
```

- In Field 19, Enter the Tendered amount.

If the tendered amount is less than the GRAND-TOTAL value, then the below message will be displayed. Select 'Y' to 'part pay' or 'N' to return back to enter a new tendered amount in Field 19.

```
┌──────────────── Message ────────────────┐
│─Amount is insufficient.  Part pay Y/N ──│
└─────────────────────────────────────────┘
```

If the tendered amount is greater than the GRAND-TOTAL value, then the 'change' value will be greater than zero.

```
┌─────────────────────────────────┐
│    Sub Total ......:     17.00  │
│ 15.Discount@     %        0.00  │
│ 17.CASH                         │
│    GRAND-TOTAL ....:     17.00  │
│ 19.Tendered Amt ...:     19.00  │
│    Change .........:      2.00  │
└─────────────────────────────────┘
```

To finalise the payment, type 'F' at the Options line to file the POS transaction. A docket receipt will print out and the cash drawer will open. The docket receipt contains the POS transaction number.

1.2.   Process Dispense Item(s) Payment and/or Over-The-Counter (OTC) Item Payment

This section is only applicable if Dispensing is NOT set up to generate patient dispense invoices.
In this scenario, each dispense item (script number) is considered a saleable item.

- In Field 1.Trans. No, press ENTER to generate a new POS transaction record.
- In Field 3.Trans. Type, select 'Sale'

```
Pharmhos Software Pty Ltd        Port:termite/3      15:43:06 19 Feb 2014
┌POINT OF SALE ──────────── Point Of Sale ──────────────────────────────┐
│  1:Trans. No.: 472        2.Site: PH01     PHARMACY - MAIN STORE       │
│  3:Trans.Type: SALE PAYMENT 28.U.R.:                                   │
│  4.Item        Pack     7.Cat  8.Price    9.Disc.10.Qty  11.Tax  Total │
│  1                                                                     │
│                                                                       │
│  2                                                                     │
│                                                                       │
│  3                                                                     │
│                                                                       │
│  4                                                                     │
│                                                                       │
│  ───────────────────────────────────────────────────────────────────  │
│                                      Sub Total ......:                 │
│     Acq. Cost.:                   15.Discount@     %                   │
│     Qty Avail.:                   17.                                  │
│     Max Issue.:                      GRAND-TOTAL ....:                 │
│     Status ...:                   19.Tendered Amt ...:                 │
│     GST Amount:                      Change .........:                 │
│ Enter OPTION, <F1>=help...:_____  New           (DBT.POS,M)    │
│ Select a transaction type SALE or PAYMENT                             │
└───────────────────────────────────────────────────────────────────────┘
```

- In Field 4:

Enter (or 'scan' if scanning facility is available) the script number on the dispensing label

```
Pharmhos Software Pty Ltd          Port:termite/3      08:55:51 20 Feb 2014
                               Point Of Sale
  1:Trans. No.: 472          2.Site: PH01      PHARMACY - MAIN STORE
  3.Trans.Type: SALE         28.U.R.:
  4.Item       Pack    7.Cat 8.Price   9.Disc.10.Qty  11.Tax      Total
  1 24898/1/0  Qty. 5       0          15.60    0.00      1   0.00      15.60
     LEVONORGESTROL-ETHINYLOESTRADIOL 150mcg-30mcg (28]>
  2  _____

  3

  4

                                             Sub Total ......:      15.60
     Acq. Cost.:                         15.Discount@     %      0.00
     Qty Avail.:           X             17.
     Max Issue.:                            GRAND-TOTAL ....:
     Status ...:                         19.Tendered Amt ...:
     GST Amount:                            Change .........:

  Enter OPTION, <F1>=help....:                              (DBT.POS,M)
  Inventory code or UR Number or <I> append Invoice No. or <P> append UR No.
```

OR

Enter the Patient UR number. A list of unpaid script numbers appear in the pop-up screen. All script numbers are tagged by default. Press SPACEBAR to un-tag a script number. Multiple script numbers can be un-tagged.

```
                 Select items to collect payment for
(    5)Script No   Date      Desc          Qty      Charge
  1>24898/1/0    19/02/2014 LEVONORGESTROL-ETHIN 5       15.60
  2>24897/1/0    19/02/2014 LEVONORGESTROL-ETHIN 4       20.85
  3>24896/1/0    18/02/2014 CALCIUM FOLINATE 50m 10      36.90
  4>24873/1/0    30/01/2014 LEVONORGESTROL-ETHIN 112      6.00
  5>24799/1/0    04/12/2013 LEVONORGESTROL-ETHIN 112      8.92




  Search for.:
```

OR

Enter (or 'scan' if scanning facility is available) the barcode on the OTC item. Alternatively, do an inventory search e.g. paracet,500 or enter the inventory code e.g. PARA42. Details of the OTC item appear in the bottom left panel of the POS screen (see red box below).

```
Pharmhos Software Pty Ltd          Port:termite/3      08:55:51 20 Feb 2014
                               Point Of Sale
  1:Trans. No.: 472          2.Site: PH01      PHARMACY - MAIN STORE
  3.Trans.Type: SALE         28.U.R.:
  4.Item       Pack    7.Cat 8.Price   9.Disc.10.Qty  11.Tax      Total
  1 PARA42     BOX/T(100) C      5.00     0.00      1   0.45       5.00
     PARACETAMOL 500mg TABLETS
  2  _____

  3

  4

  PARACETAMOL 500mg TABLETS                  Sub Total ......:       5.00
     Acq. Cost.:      0.8900               15.Discount@     %      0.00
     Qty Avail.:     60.0000   X BOX/T(100) 17.
     Max Issue.:      0.0000                  GRAND-TOTAL ....:       5.00
     Status ...: Normal                    19.Tendered Amt ...:
     GST Amount:      0.45                     Change .........:       0.00
  Enter OPTION, <F1>=help....:                              (DBT.POS,M)
  Inventory code or UR Number or <I> append Invoice No. or <P> append UR No.
```

To change the price, add a % discount, change the quantity or change the tax status of the OTC item, press the UP key to move to the required field.

- In Line 2:
  Enter/Scan another script number on the dispensing label, OR
  Enter another patient UR number, OR
  Enter/Scan another OTC item, OR
  Press ENTER to move on.
- In Field 15, Enter % Discount to be applied to the SUBTOTAL amount (if required).
- In Field 17, Select Payment Method. The options are: CASH, CHEQUE, EFTPOS, CREDIT CARD, ACCOUNTS RECEIVABLE.

```
┌─ Select Payment Method ─┐
     Cash
     Cheque
     Elec. Funds Trans.
     Credit Card
     Accounts Receivable
```
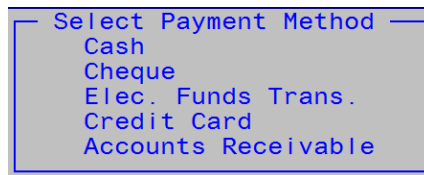
- In Field 19, Enter the Tendered amount.

If the tendered amount is less than the GRAND-TOTAL value, then the below message will be displayed.

"Amount tendered is insufficient"

NOTE: Part payment is not allowed.

If the tendered amount is greater than the GRAND-TOTAL value, then the 'change' value will be greater than zero.

```
    Sub Total ......:     17.00
15.Discount@      %        0.00
17.CASH
    GRAND-TOTAL ...:      17.00
19.Tendered Amt ...:      19.00
    Change ........:       2.00
```

- Type 'F' at the Options line to file the POS transaction. A docket receipt will print out and the cash drawer will open. The docket receipt contains the POS transaction number.

1.3. Reprint Receipt

- Enter the Receipt No on the printed receipt in Field 1.

```
Pharmhos Software Pty Ltd         Port:termite/5        11:55:31 21 Mar 2014
┌POINT OF SALE ───────────── Point Of Sale ─────────────────────────────┐
│  1:Trans. No.: 472          2.Site: PH01     PHARMACY - MAIN STORE      │
│  3.Trans.Type: PAYMENT      28.U.R.:                                    │
│  4.Item       Pack      7.Cat  8.Price    9.Disc.10.Qty  11.Tax   Total │
│  1 1249                    D      19.90     0.00    1      G3    19.90   │
│      Invoice 1249 created 08/09/2013                                    │
│  2                                                                      │
│                                                                         │
│  3                                                                      │
│                                                                         │
│  4                                                                      │
│                                                                         │
│                                           Sub Total ......:    19.90    │
│      Acq. Cost.:  ┌─ Please select action ─┐ 15.Discount@    %    0.00  │
│      Qty Avail.:  │     Refund              │ 17.CASH                    │
│      Max Issue.:  │     Reprint receipt     │    GRAND-TOTAL ....:  19.90│
│      Status ...:  │     Escape              │ 19.Tendered Amt ...:  19.90│
│      GST Amount:  └─────────────────────────┘    Change .........:  0.00│
└─────────────────────────────────────────────────────────────────────────┘
Enter OPTION, <F1>=help....:_____               (DBT.POS,M)
Enter the Docket number or '+' for the next number
```

- The cursor will sit at the Refund option. Press the Down arrow to move the cursor to the 'Reprint Receipt' option and then Press ENTER to continue.
- File the record.

1.4. Refunds

- Enter the Receipt No on the printed receipt in Field 1.

```
Pharmhos Software Pty Ltd            Port:termite/5        11:55:31 21 Mar 2014
┌POINT OF SALE ──────────────── Point Of Sale ─────────────────────────────────
  1:Trans. No.: 472            2.Site: PH01     PHARMACY - MAIN STORE
  3.Trans.Type: PAYMENT        28.U.R.:
  4.Item       Pack       7.Cat  8.Price     9.Disc.10.Qty  11.Tax      Total
 1 1249                      D       19.90      0.00    1      G3        19.90
     Invoice 1249 created 08/09/2013
 2

 3

 4

                                              Sub Total ......:       19.90
     Acq. Cost.: ┌─ Please select action ─┐ 15.Discount@      %        0.00
     Qty Avail.: │    Refund              │ 17.CASH
     Max Issue.: │    Reprint receipt     │    GRAND-TOTAL ....:       19.90
     Status ...: │    Escape              │ 19.Tendered Amt ..:       19.90
     GST Amount: └────────────────────────┘    Change .........:        0.00

Enter OPTION, <F1>=help....:_____              (DBT.POS,M)
Enter the Docket number or '+' for the next number
```

- The cursor will sit at the Refund option. Press ENTER to continue
- File the record.
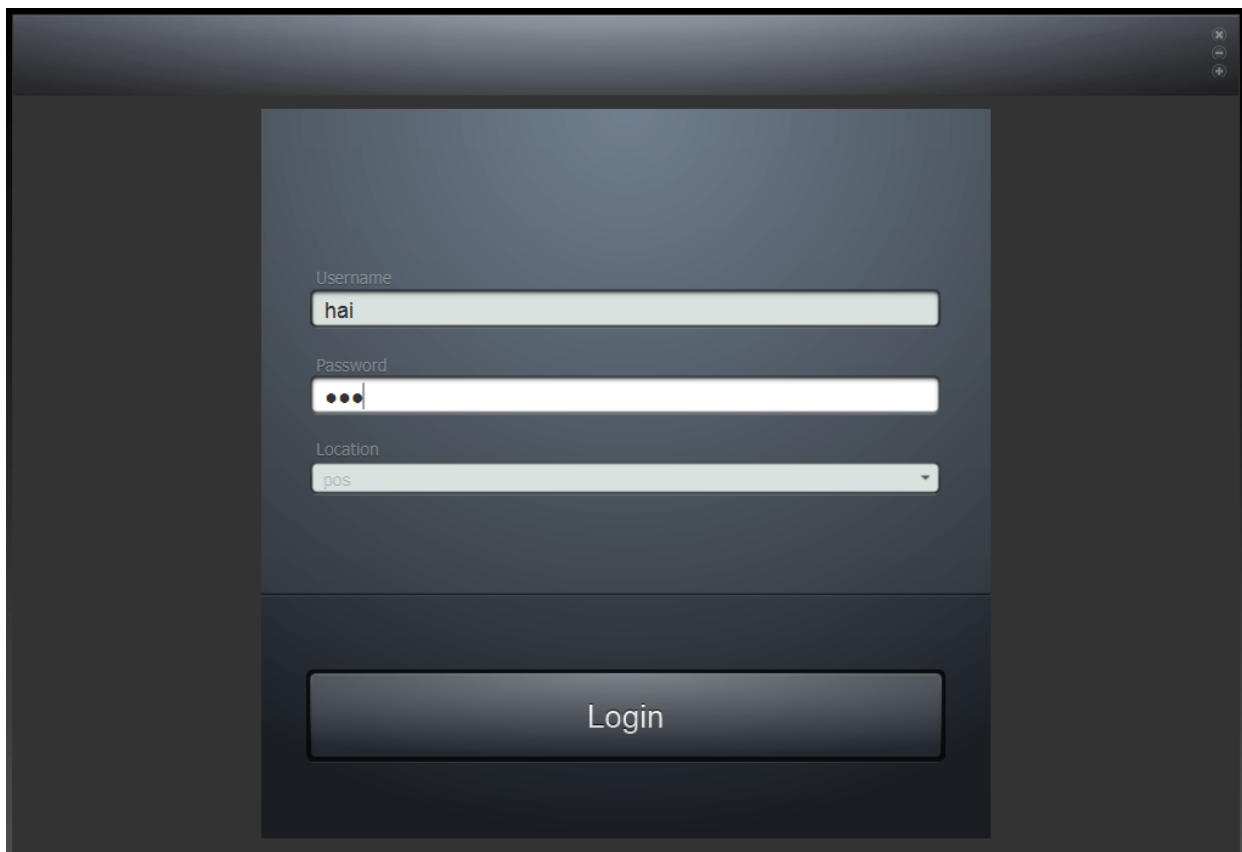
2.   Merlin GUI Touch Screen Till Register

The Merlin GUI Touch Screen Till Register is the tool you use to service customer transactions.
This section will show you how to complete various transaction types using the Merlin GUI Touch Screen Till Register version.

2.1.   Start Up the Application

- Double-click on the Merlin GUI Touch Screen Till Register icon. The Till program will now load.
- The Merlin Log in Screen will appear.
- Enter valid username and password credentials.
- Select the terminal location identifier.
- Click on the 'Login' button.

2.2. Process a Pharmacy Invoice Payment

This section is only applicable if Dispensing is set up to generate patient dispense invoices.

- Select the 'Payment' tab
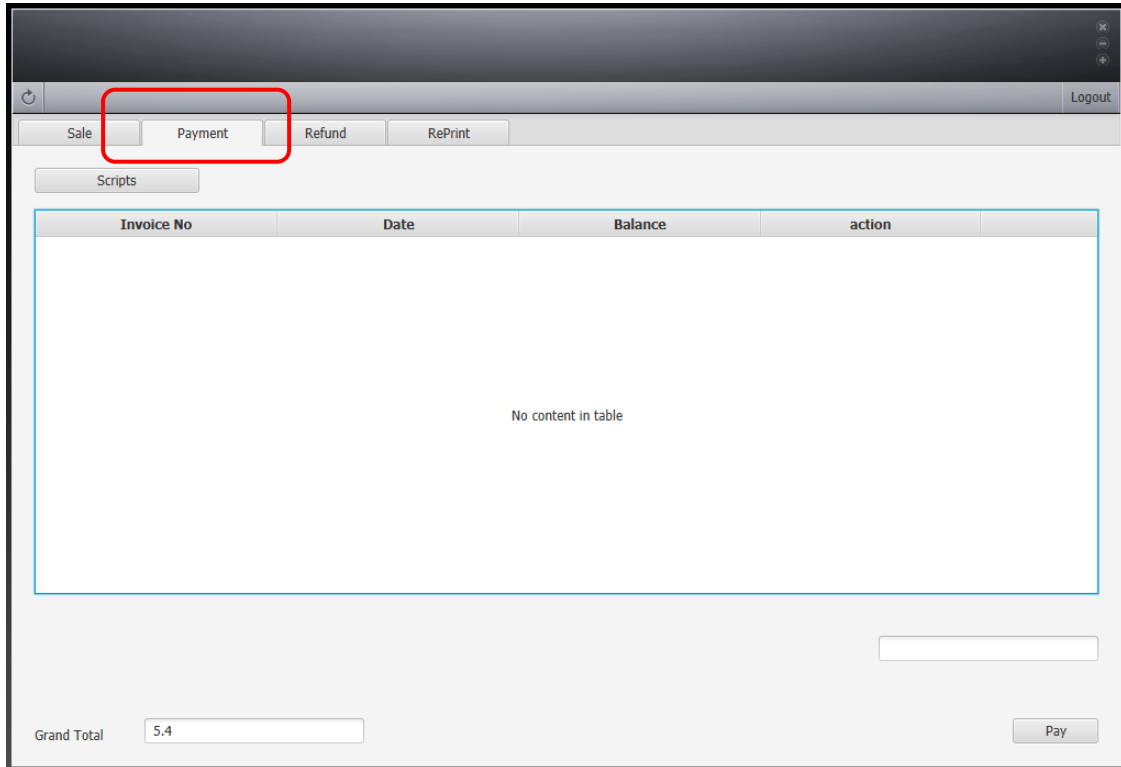
- Enter (or 'scan' if scanning facility is available) the Invoice number on the patient dispense invoice in the 'Text/Scan' field
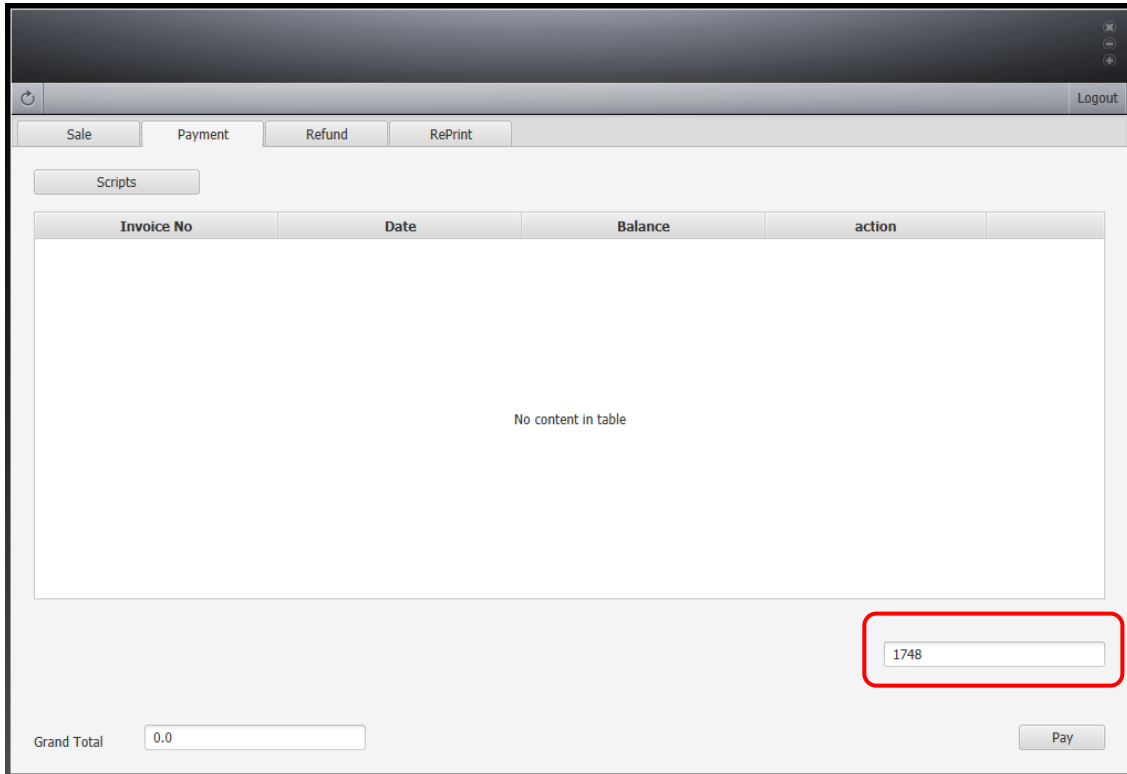
OR

Enter (or 'scan' if scanning facility is available) the Patient UR number on the patient dispense invoice in the 'Text/Scan' field

OR
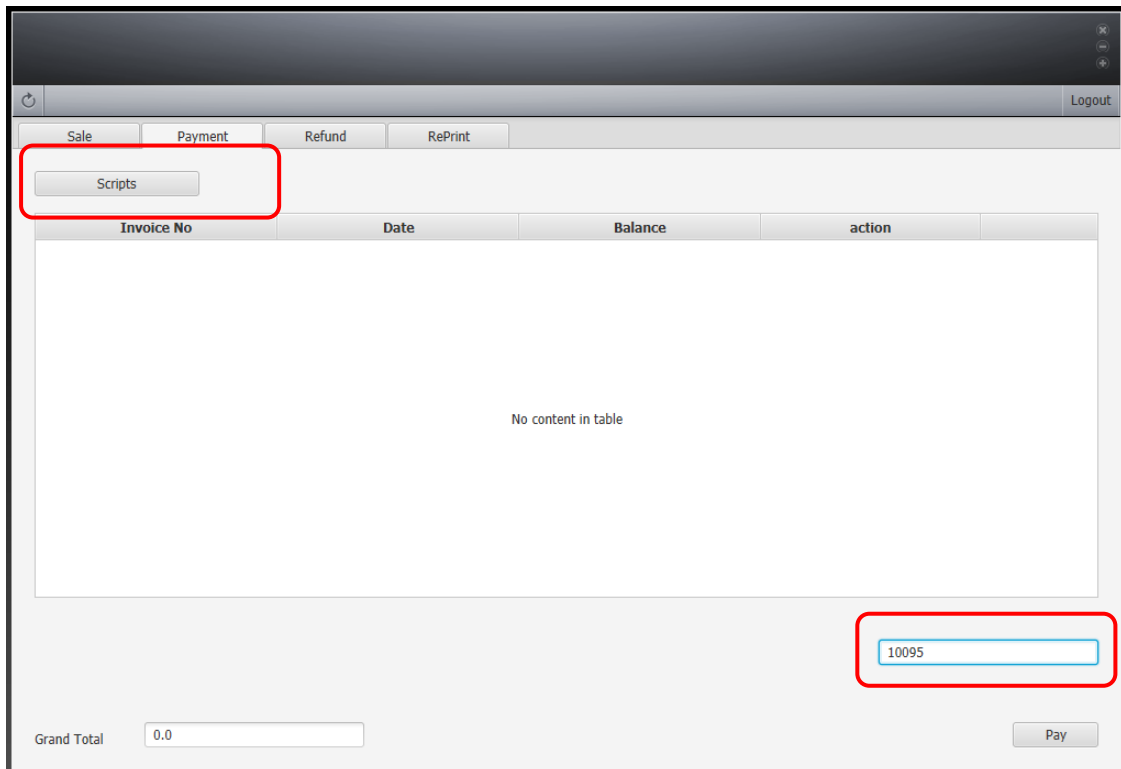
Click on the Script Number button, and enter the Patient's UR number in the 'Invoice Search pop-up screen.

A list of unpaid ('OPEN') invoices appear in the pop-up screen. Tag ONE or more invoice(s) for the patient by ticking the tick-box against each invoice number.

Details of invoice(s) populate the POS screen.

- Repeat previous steps to enter (a) another invoice number for the same patient; or (b) invoice(s) for another patient.
- Click the PAY button to finalise payment.
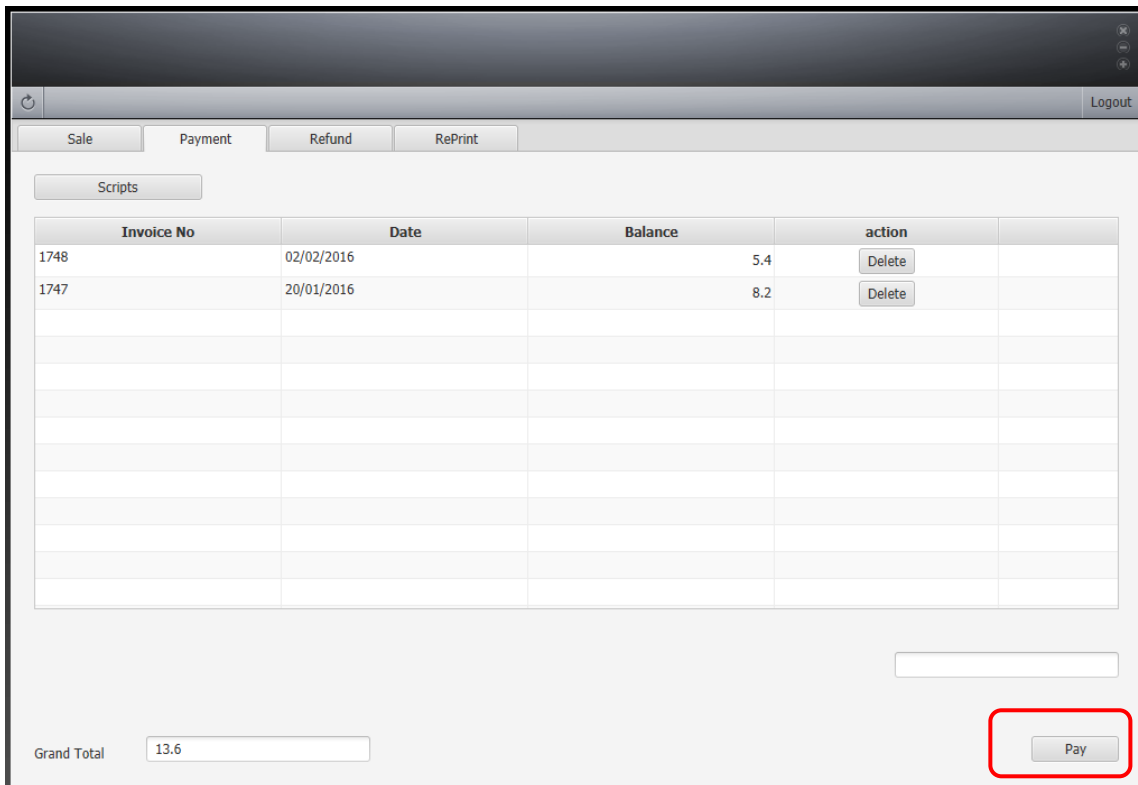
- The 'Pay Method' pop-up window will appear. The options are: CASH, CARD, EFTPOS, CHEQUE.
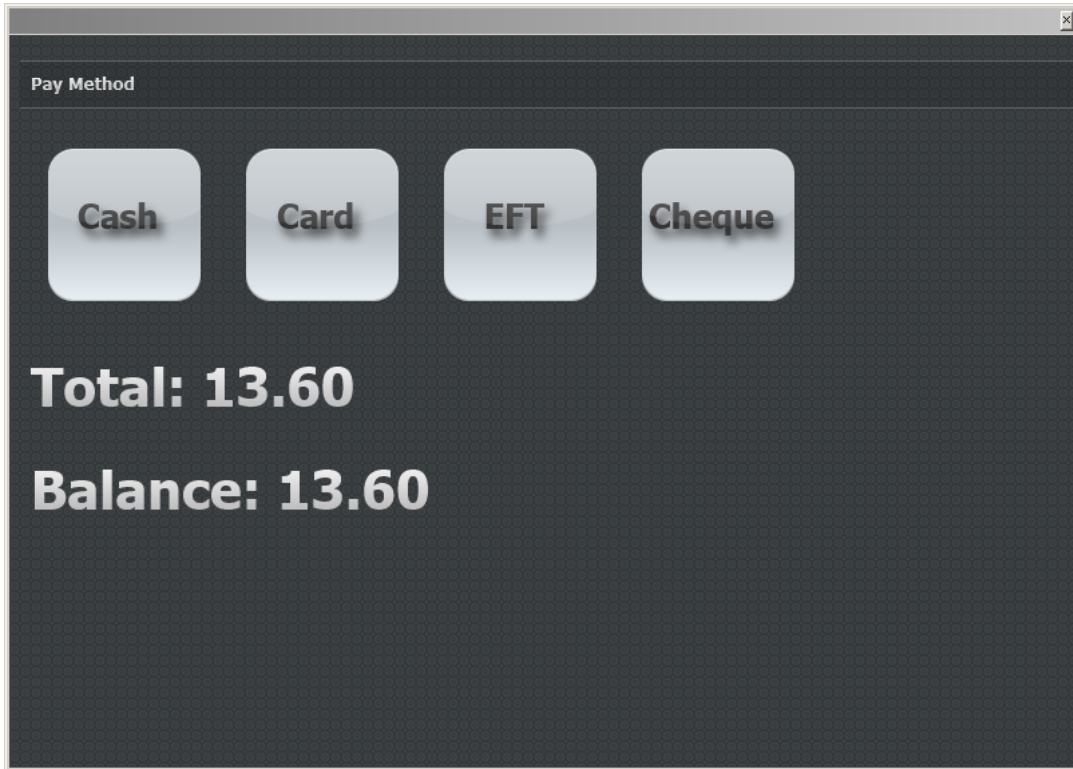
- Click ONE of the payment options button.
- A new window will pop up.
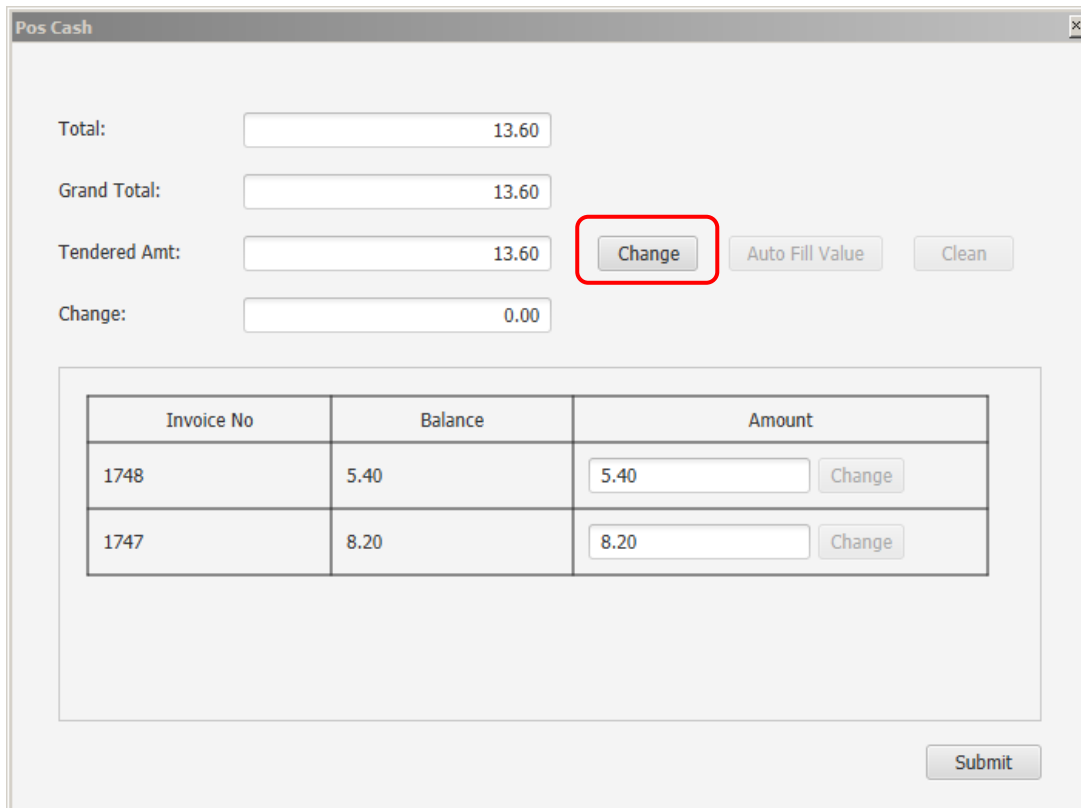
- The tendered amount is auto-populated with the GRAND-TOTAL value. You can change the tendered amount by clicking the 'Change' button. A touchpad numeric keyboard will display. Enter the tendered amount.

If the tendered amount is less than the GRAND-TOTAL value, then the below message will be displayed. Click the 'OK' button to 'part pay' or 'Cancel' to return back to enter a new tendered amount.

If the tendered amount is greater than the GRAND-TOTAL value, then the 'change' value will be greater than zero.

Click the 'Submit' button to file the POS transaction. A docket receipt will print out and the cash drawer will open. The docket receipt contains the POS transaction number.

2.3.   Process Dispense Item(s) Payment and/or Over-The-Counter (OTC) Item Payment

This section is only applicable if Dispensing is NOT set up to generate patient dispense invoices.
In this scenario, each dispense item (script number) is considered a saleable item.

- Select the 'Sale' tab
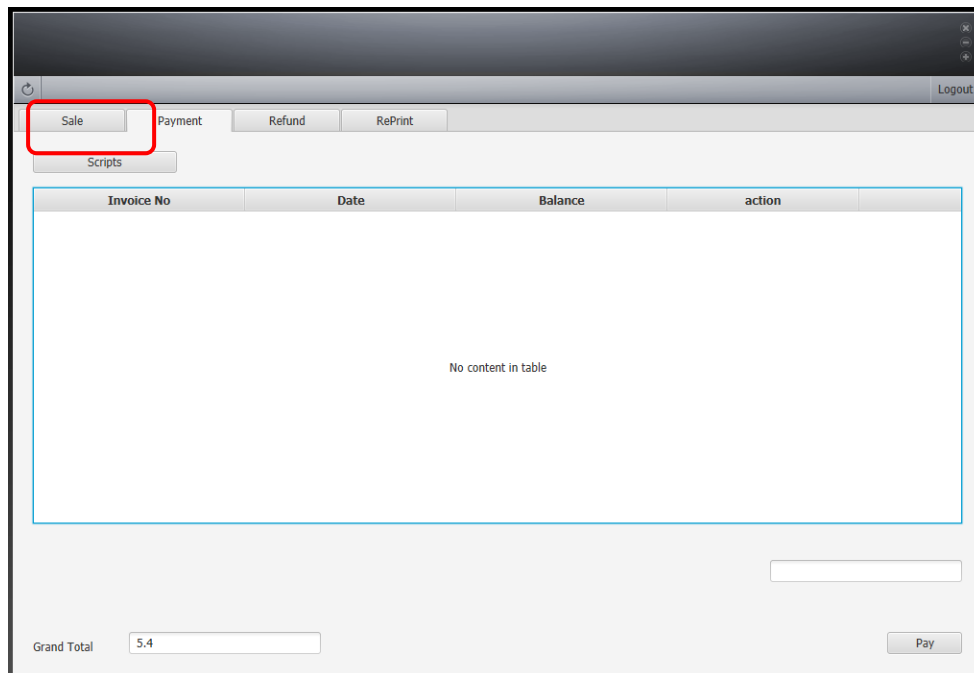
- Enter (or 'scan' if scanning facility is available) the script number on the dispensing label in the 'Text/Scan' field
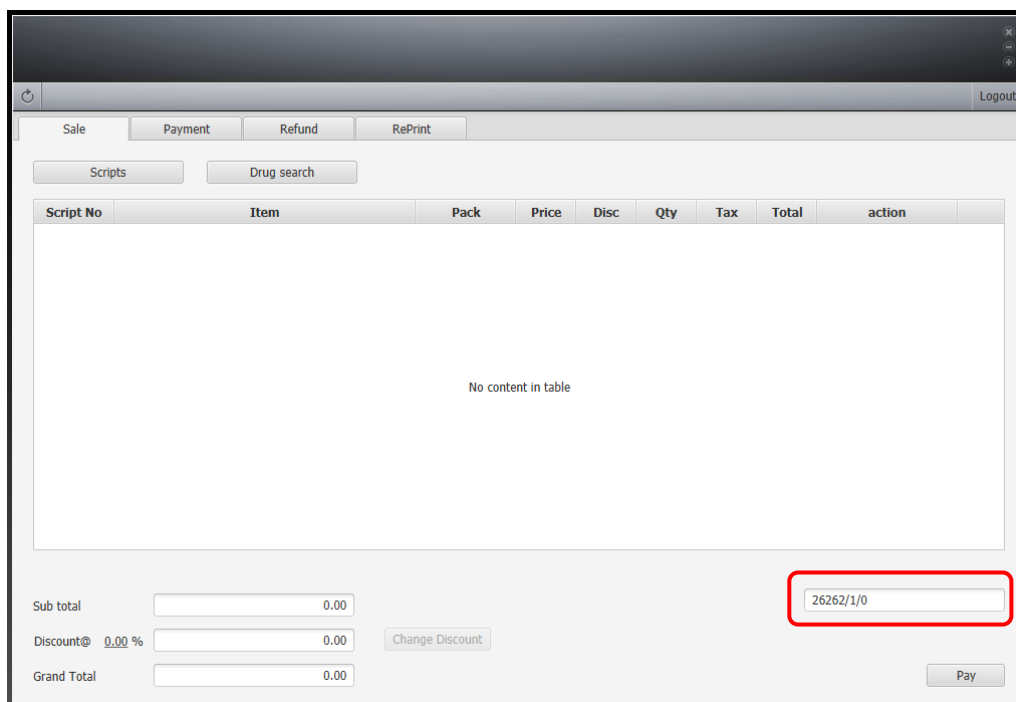
OR

Click on the Script Number button, and enter the Patient's UR number in the 'Invoice Search pop-up screen.
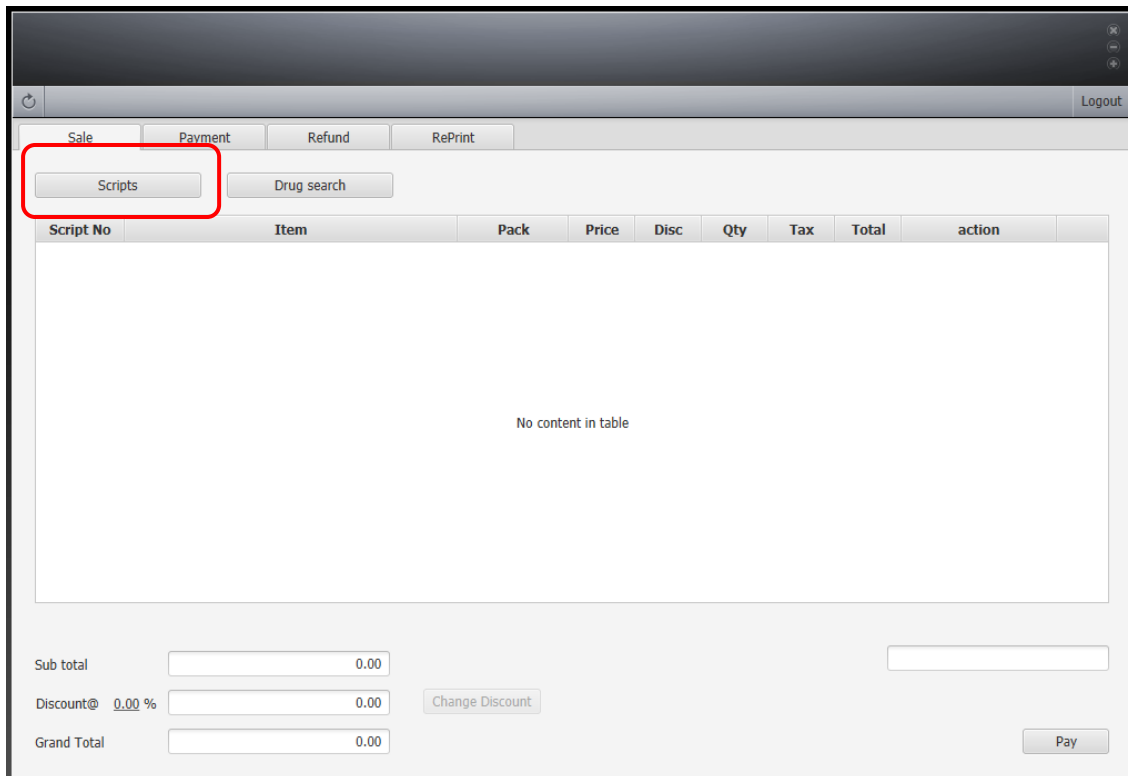
A list of unpaid script numbers appear in the pop-up screen. Tag ONE or more script item(s) for the patient by ticking the tick-box against each script item.

OR
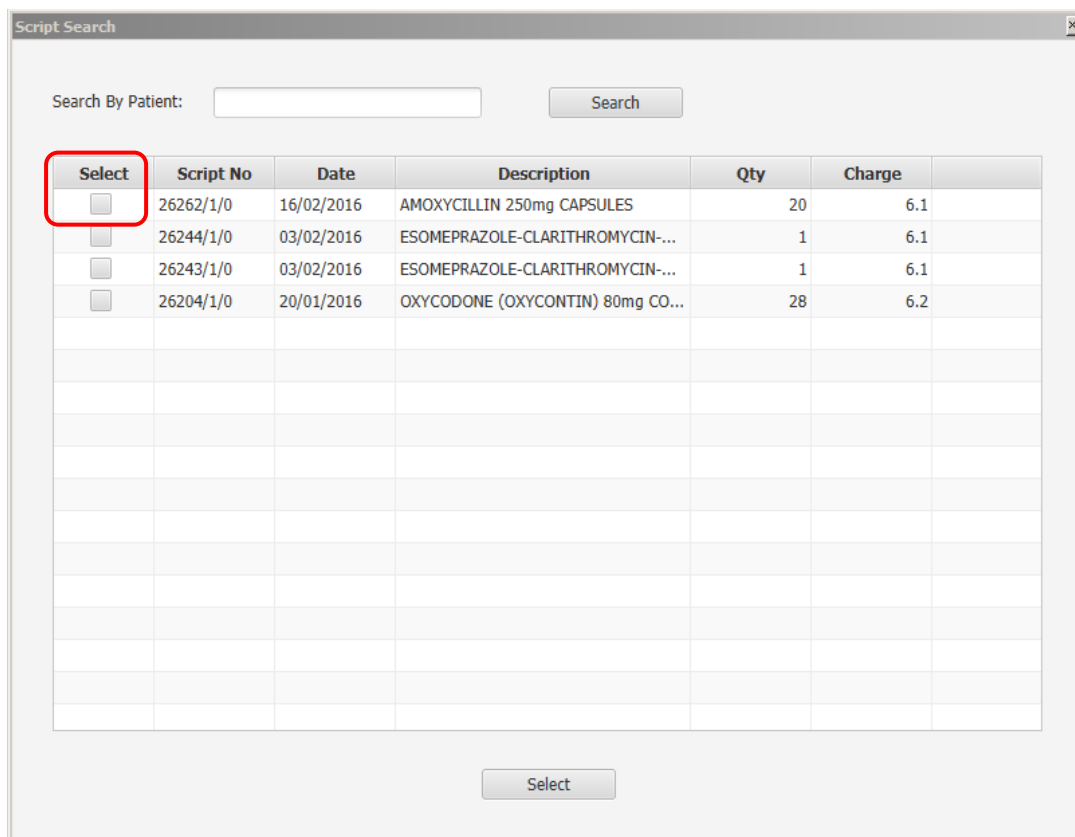
Enter (or 'scan' if scanning facility is available) the barcode on the OTC item in the 'Text/Scan' field.
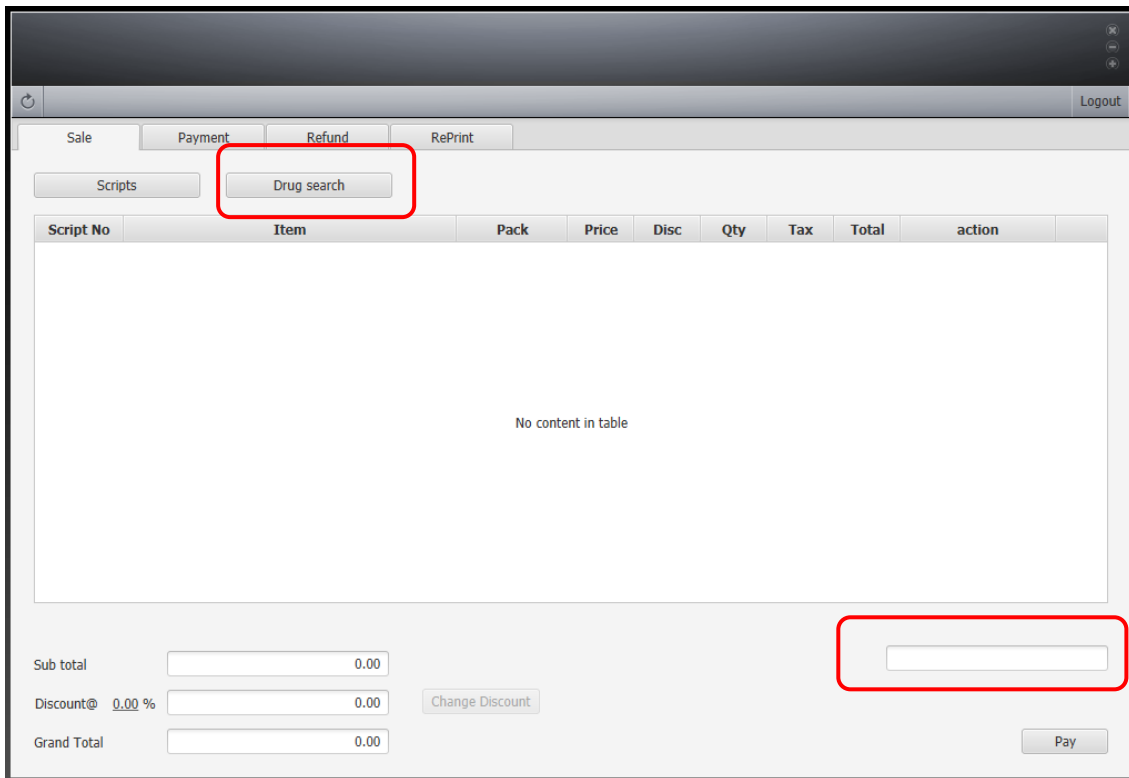
Alternatively, click on the 'Drug Search' button, do an inventory search (e.g. amox,250) in the 'Drug Search' pop-up screen, and select the required sale item.
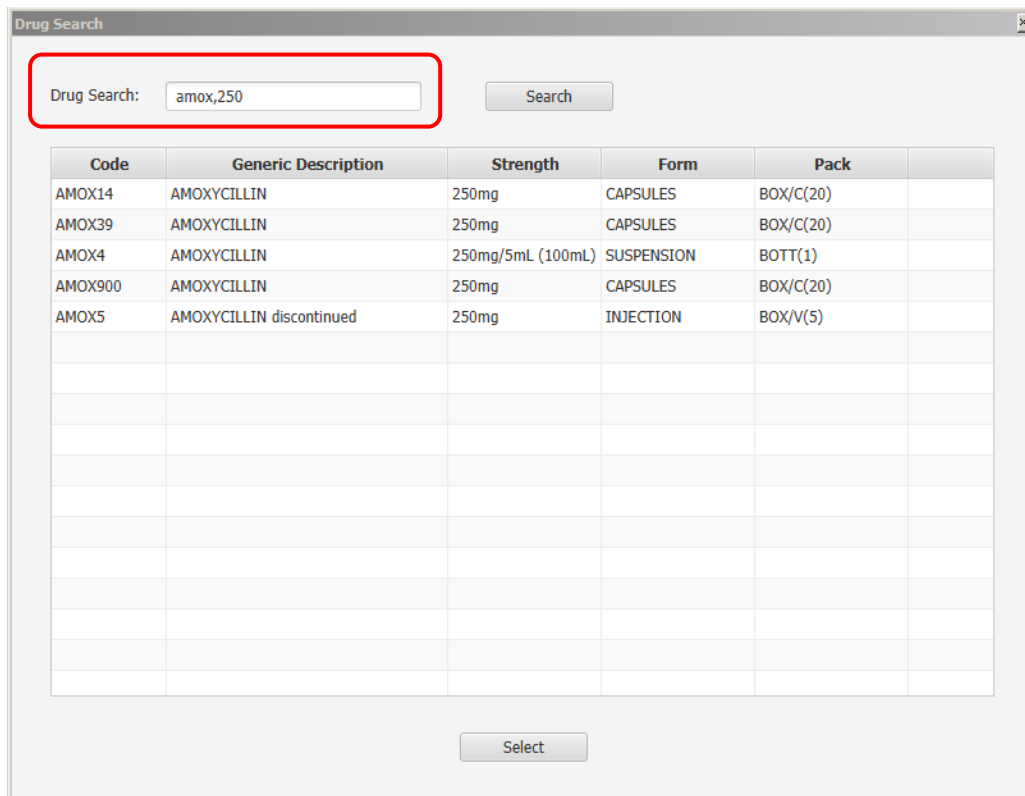
A 'Trade Selection' box will pop up. Select the correct trade from the drop-down list.
(NOTE: this dialogue box won't pop-up if the item barcode is scanned).
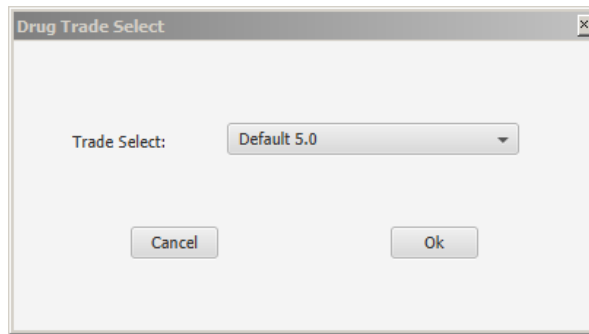
The script item/OTC item appear in the active list.

To remove the OTC item/Script item from the active list, click the 'Delete' button.

To change the price, add a % or $ discount/mark-up, change the quantity or change the tax status of the OTC item, click the 'Edit' button. The 'POS Item Edit' window will appear to make the required change.
(NOTE: an Edit can't be made to a script item).

- Repeat previous steps to enter (a) script item(s) for the same patient; or (b) script item(s) for another patient; or (c) OTC item.
- Click the PAY button to finalise payment.
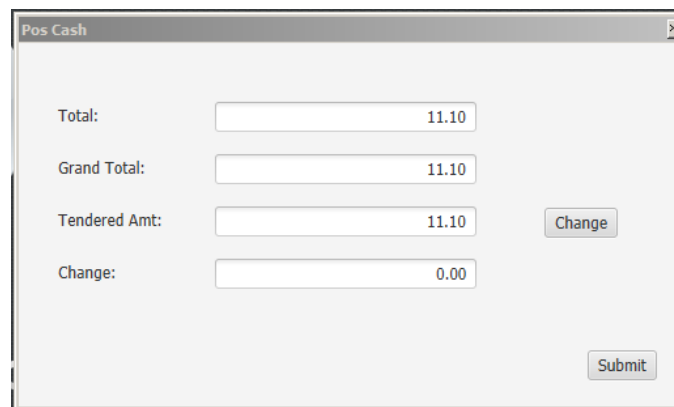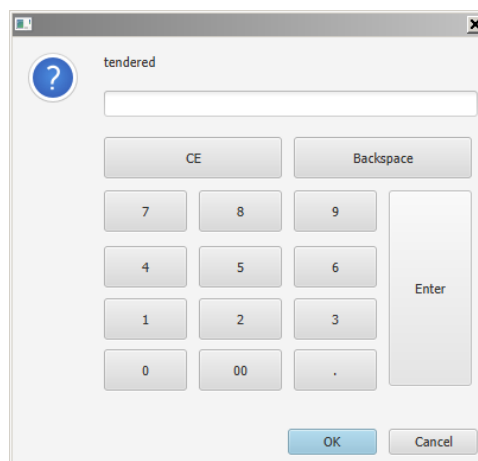
- The 'Pay Method' pop-up window will appear. The options are: CASH, CARD, EFTPOS, CHEQUE, ACCOUNT.
- Click ONE of the payment options button.
    - o If 'CARD' is selected, the full amount is payed. A docket receipt will print out and the cash drawer will open. The docket receipt contains the POS transaction number.
    - o If 'EFTPOS' is selected, the full amount is payed. A docket receipt will print out and the cash drawer will open. The docket receipt contains the POS transaction number.
    - o If 'CHEQUE' is selected, the full amount is payed. A docket receipt will print out and the cash drawer will open. The docket receipt contains the POS transaction number.
    - o If 'ACCOUNT' is selected, the full amount is debited to the patient account. A patient invoice will be generated. To pay the invoice, process the transaction as a 'PAYMENT'. Enter the Tendered amount.
    - o If 'CASH' is selected, a new window will pop up.

You can change the tendered amount by clicking the 'Change' button. A touchpad numeric keyboard will display. Enter the tendered amount.

If the tendered amount is less than the GRAND-TOTAL value, then the below message will be displayed. Click the 'OK' button to 'part pay' or 'Cancel' to return back to enter a new tendered amount.

If the tendered amount is greater than the GRAND-TOTAL value, then the 'change' value will be greater than zero. Click the 'Submit' button to file the POS transaction. A docket receipt will print out and the cash drawer will open. The docket receipt contains the POS transaction number.

2.4.   Reprint Receipt

- Select the 'Reprint' tab
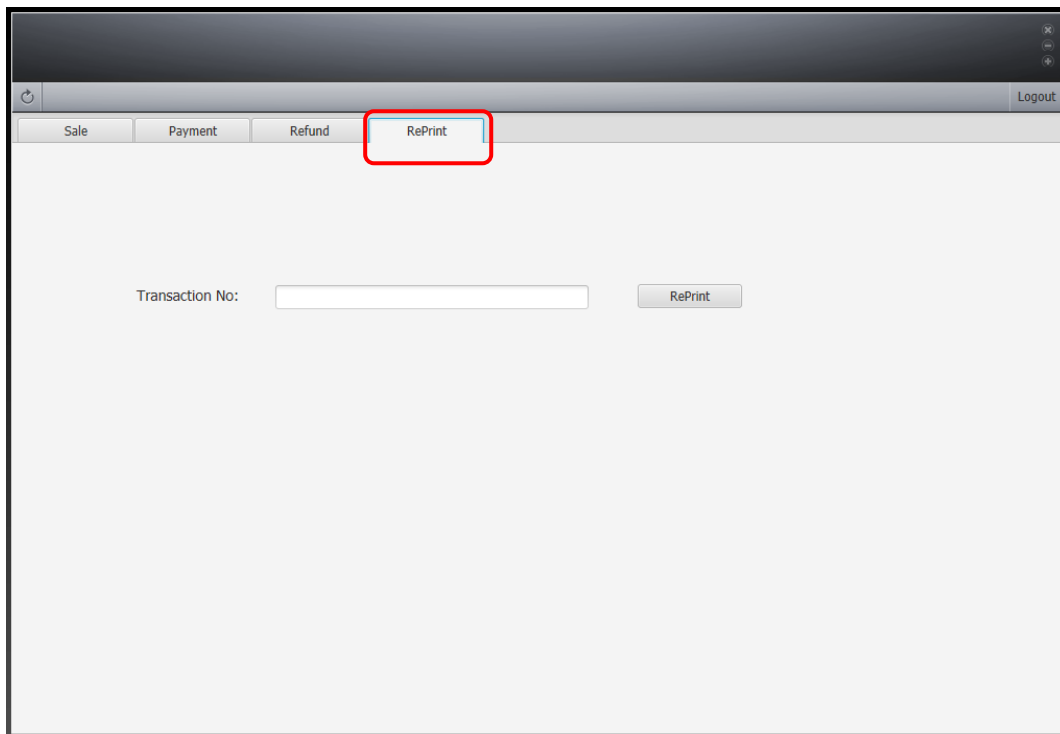
- Enter the Receipt No on the printed receipt in the 'Transaction No' field.
- Click the 'Reprint' button.
- A docket receipt will be reprinted.

MERLIN

2.5. Refunds

- Select the 'Refund' tab

- Enter the Receipt No on the printed receipt in the top field.
- Click the 'Transaction Search' button to continue.
- Details of the POS transaction appear in the active list.

- To change the refund qty (e.g. from 2 to 1), click the 'Change' button against the item.
- A touchpad numeric keyboard will display. Enter the new qty value.
- To finalise the refund, click the 'REFUND' button.

3. Daily Process (Start-up and Finish)

3.1. End of Day Trading

To close the till at the end of the day, navigate to: Debtors → 2. Trading Control

- In Field 1.POS site, enter the POS ID of the POS terminal e.g. POS1.
- In Field 2.Session Number, press ENTER. Merlin will automatically display the current session number.

```
Pharmhos Software Pty Ltd          Port:termite/3        15:18:06 19 Feb 2014
                      Cash Collection Facility - Trading Control
       1:POS site.: POS1       2:Session Number.:21        Current..:21
                      POINT OF SALE
       Trading Start..:22/04/2010    13:01
       Trading End....:                               Computer        Actual
       Opening Balance (Float) at  22/04/2010 13:01     100.00        100.00

          -- Transaction Modes --    Computer 13.Actual
       1 EFT     Elec. Funds Tra>      83.05 0.00_____
       2 CASH    Cash                2202.75      0.00
       3 C/CARD  Credit Card           13.80      0.00
       4

       Transaction Sub-Total                        2299.60
       Amount in Hand                               2399.60        100.00
               Less Float CFwd                       100.00 19.    100.00
                                                   =========     =========
       Amount available for banking                 2299.60          0.00
       22.Trading Status .: OPEN
          Last Updated ...: 26-08-2013 10:05 HAI 4
Enter OPTION, <F1>=help....:_____          (DBF.CCFSUM,M)
Enter the actual amount collect on each payment type
```

- In Column 13, Enter the 'ACTUAL' amount for each transaction type
- In Field 19, Enter the 'ACTUAL FLOAT' amount in the till.

```
Pharmhos Software Pty Ltd          Port:termite/3        15:18:06 19 Feb 2014
                      Cash Collection Facility - Trading Control
       1:POS site.: POS1       2:Session Number.:21        Current..:21
                      POINT OF SALE
       Trading Start..:22/04/2010    13:01
       Trading End....:                               Computer        Actual
       Opening Balance (Float) at  22/04/2010 13:01     100.00        100.00

          -- Transaction Modes --    Computer 13.Actual
       1 EFT     Elec. Funds Tra>      83.05 0.00_____
       2 CASH    Cash                2202.75      0.00
       3 C/CARD  Credit Card           13.80      0.00
       4

       Transaction Sub-Total                        2299.60
       Amount in Hand                               2399.60        100.00
               Less Float CFwd                       100.00 19.    100.00
                                                   =========     =========
       Amount available for banking                 2299.60          0.00
       22.Trading Status .: OPEN
          Last Updated ...: 26-08-2013 10:05 HAI 4
Enter OPTION, <F1>=help....:_____          (DBF.CCFSUM,M)
Enter the actual amount collect on each payment type
```

- In Field 22, change the Trading Status from OPEN to CLOSED

```
22.Trading Status .: Open Suspended Closed
```

- Type 'F' at the Options line to file the Session Number. A message prompt will display:

```
┌───────────────── Message ─────────────────┐
└─Print Cash Collection Report? (Y/N) ─┘
```

- Select 'Y' to print the "Cash Collection Report" for that Session number.

3.2.   Start of Day Trading

To open the till at the end/beginning of the day, navigate to: Debtors → 2. Trading Control

- In Field 1.POS site, enter the POS ID of the POS terminal e.g. POS1.
- In Field 2.Session Number, press ENTER. Merlin will automatically display the current session number.

```
Pharmhos Software Pty Ltd          Port:termite/3      15:18:06 19 Feb 2014
                  Cash Collection Facility - Trading Control
    1:POS site.: POS1      2:Session Number.:+_____    Current..:
                  POINT OF SALE
    Trading Start..:
    Trading End....:                              Computer      Actual
    Opening Balance (Float) at

      -- Transaction Modes --    Computer 13.Actual
    1
    2
    3
    4


      Transaction Sub-Total
      Amount in Hand
                  Less Float CFwd                         19.
                                             =========    =========

      Amount available for banking
    22.Trading Status .:
      Last Updated ...:
Enter OPTION, <F1>=help....:_____        (DBF.CCFSUM,M)
Enter a previous number or "+" for the next
```

- In Field 22, change the Trading Status from no value to OPEN

```
Pharmhos Software Pty Ltd          Port:termite/3      15:18:06 19 Feb 2014
                  Cash Collection Facility - Trading Control
    1:POS site.: POS1      2:Session Number.:22       Current..:Not Open
                  POINT OF SALE
    Trading Start..:19/02/2014    15:21
    Trading End....:                              Computer      Actual
    Opening Balance (Float) at  19/02/2014 15:21   100.00       100.00

      -- Transaction Modes --    Computer 13.Actual
    1
    2
    3
    4


      Transaction Sub-Total                         0.00         0.00
      Amount in Hand                              100.00       100.00
                  Less Float CFwd                 100.00 19.   100.00
                                             =========    =========
      Amount available for banking                 0.00         0.00
    22.Trading Status .: Open Suspended Closed
      Last Updated ...:
Enter OPTION, <F1>=help....:22_____        (DBF.CCFSUM,M)
```

- Type 'F' at the Options line to file the Session Number.

3.3.   Reprint Cash Collection Report

- To reprint the Cash Collection Report, navigate to:

  Debtors → 3. Enquiries/Reports → 1.POS Transactions-By Payment Type
- In Field 1.POS site, enter the POS ID of the POS terminal e.g. POS1.
- Enter the POS Session No (Field 2) or enter the start and end date (Field 3 & 4).
- In Field 5, enter <D> for detailed report or <S>ummary report.
- Type 'F' at the Options line to print the Cash Collection Report.

```
┌─ Cash Collection by Payment Type  (0) ─┐
│                                        │
│    1.P.O.S. Site........: POS1         │
│    2.P.O.S. Session No  1     22       │
│                         2              │
│                         3              │
│                                        │
│    3.Enter start date...:              │
│    4.Enter end date.....:              │
│                                        │
│                                        │
│    5.Detail or Summary..: S_           │
│                                        │
│  Option.:                              │
│  <D>etailed Report or <S>ummary Report │
│                                        │
└────────────────────────────────────────┘
```

3.4. Print Bank Deposit Slip

- The Bank Deposit Slip generates a bank deposit slip (includes all credit card receipts/cash receipts and cheques transactions) for a POS session or date range.
- To generate the Bank Deposit Slip, navigate to:

    Debtors → 3.Enquiries/Reports → 10.Bank Deposit Slip
- In Field 1, enter POS site.
- In Field 2, enter POS session(s).
- In field 3, enter the start Date for the report
- In field 4, enter the End Date for the report
- Type 'F' at the Options line to print the Bank Deposit Slip

```
┌──────── Bank Deposit Slip (2) ────────┐

  1.P.O.S. Site........: POS1
  2.P.O.S. Session No   1
                        2
                        3

  3.Enter start date...: 19/11/2015
  4.Enter end date.....: 19/11/2015

  Option.:_____
  <F>=file, <ESC>=exit, </D>=delete, <#>=f
└───────────────────────────────────────┘
```

Below is an example of a bank deposit slip:

```
Mater Misericordiae Health Services          BANK DEPOSIT SLIP              04 Jan 2016 14:50 Page   1
                            Date from 19/11/2015 to 19/11/2015 for site POS1
--------------------------------------------------------------------------------------------------------

Date       Payment  Drawer                    Card Type   Cheque #    BSB #   BankAccount Number      Amount
--------------------------------------------------------------------------------------------------------
19/11/2015 C/CARD                                                                                     166.51
19/11/2015 C/CARD   MORRISON, SCOTT     (1669)                                                          5.00
19/11/2015 C/CARD                                                                                     -5.00
                                                                                                   ----------
                                                                            Total C/CARD Receipts    166.51
                                                                                                   ----------


--------------------------------------------------------------------------------------------------------
Bank Account Details
Bank Account Name  : MHSBL Maintenance Account                              Total Deposit           166.51
BSB Number         : 014-278                                                No. of Cheques               0
Bank Account Number : 775233475
```

4. Invoice Management Utilities

4.1. Print Patient Invoice Statement(s) – Date Range

- The Transaction Statement Date Range screen generates a patient's invoice statement(s) for a selected date range.
- To generate the Transaction Date Range Statement, navigate to:
  Debtors → 3. Enquiries/Reports → 14. Transaction Statement - Date Range
- In Field 1, enter the Debtor
- In field 3, enter patient category(s) as a selection criteria
- In field 4, enter the start Date
- In field 5, enter the End Date
- In Field 6, enter <D> for detailed report or <S>ummary report.
- In field 7, enter 'Y' if statements with 0.00 total are to be printed
- Type 'F' at the Options line to print the Report to a printer or to screen.

```
────── Date Range - Debtors Transaction Statement (2) ──────

     Produce Patient Invoice Statement(s) for selected date range

  1.Debtor ............: 10092
    Name ..............: MCINERNEY, RAYMOND

  3.Patient Cat........:

  4.From Date..........: 01/12/2015
  5.To Date............: 04/01/2016

  6.Detail or Summary..: D

  7.Print if 0.00 Tot..: N

  Option.:_____
  <F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

Below is an example patient's invoice statement(s) for a selected date range.

```
MATER PRIVATE PHARMACY
301 Vulture Street
SOUTH BRISBANE QLD 4101
Phone: (07) 3840 1055 Fax: (07) 3840 1054
ACN: 096 708 922 ABN: 83 096 708 922


     STATEMENT FOR 10092 MCINERNEY, RAYMOND

  Date Range 01/12/2015 to 04/01/2016
  Statement Date 04/01/2016


--------------------------------------------------------------------------------------------------
Invoice    Trans         Trans    Details                          GST    Item Cost  Debit   Credit   Balance
Date       Type          Date                                             (inc GST)
--------------------------------------------------------------------------------------------------

        Opening Balance at 01/12/2015                                                              56.87

04/06/2014 CRD           14/12/2015 Invoice 1485                                             -12.00
14/12/2015 InvCreate     14/12/2015 Invoice 1695                                    17.51
                         14/12/2015 26113/1/0    APO-PARACETAMOL 500mg TB (48)    0.00    17.51
14/12/2015 CRD           14/12/2015 Invoice 1695                                             -17.51
14/12/2015 InvCreate     14/12/2015 Invoice 1696                                     6.65
                         14/12/2015 26113/2/0    AMOXYCILLIN SANDOZ 250mg/5mL (100mL) SUS  0.00  6.65
14/12/2015 CRD           14/12/2015 Invoice 1696                                              -6.65

        Total Movement to 04/01/2016                                                24.16   -36.16   -12.00
                                                                                   =====   ======   ======
        Closing Balance at 04/01/2016                                                               44.87
                                                                                                    ======
```

4.2.   Print Patient Invoice Statement(s)

- The 'Statement Printing' screen prints 'selected' patient's invoice statement(s) for a selected 'minimum' invoice amount and selected site(s).
- To print debtor Statement(s), navigate to:

      Debtors → 6. Statement Printing

- In Field 1, enter the Debtor
- In Field 3, enter 'minimum' invoice amount to select invoices with invoices with the invoice amount greater than or equal to the entered value
- In Field 4, enter the site(s) to select invoices belonging to the site(s)
- At the Options line, enter 'P' to print statement(s).

```
─────── Statement Printing (0) ───────
  1:Debtor: _____
    Name..:
  3.Min.$.:
  4.Site  1
          2


Option.:_____   New
Enter a debtor number (or search)
```

4.3.   Invoice Follow up processing

The 'Invoice Follow Up Processing' utility offers a simple method to prints off all outstanding debtor invoices for a particular stage. Sites are able to set up multiple stages for following up of invoices, the number of days from the previous stage to invoke follow up action, and comments for each stage, defined in the 'Outstanding Debtors Follow Up Parameters' under:

Debtors menu -> 12. Parameters Maintenance -> 4. Invoice Follow up Parameters (Global) or 5. Invoice Follow up Parameters by Site

```
────── Outstanding Debtors - Follow Up Paramteters (2) ──────

1.Stage Name            2.Days   3.Comments
1 First Reminder          30       1st Reminder: Additional Costs>
2 Second Reminder         15       Final Demand: This account rem>
3
4
5



                    Last Updated: 13-06-2013 14:27 VT 2
Option.:_____
<F>=file, <ESC>=exit, <#>=field no
```

e.g.
Second reminder:
15 days after the first reminder to invoke follow up action,
Comments:
Final Demand: This account remains outstanding despite previous requests for payment. Please settle immediately otherwise the account will be forwarded to our debt collection agency which could result in additional costs to you. For account queries call RMH Finance (03)9342 8027

NOTE: the comments will appear on each of the printed patient invoice.

To invoke a stage's follow up:
- Debtors menu -> 4. Invoice Follow up Processing
- Field 1, enter * to process batch
- A pop message will display: "Process all invoices at the requested stage. Continue Y/N?"
- Enter Y to continue
- In Field 9, enter included patient category; or leave blank which will print all invoices
- In Field 10, enter excluded patient category; or enter '\' to move to the next field
- In Field 11, enter site; or leave blank to include all sites
- At the Options line, type 'N' to enter notes if required
- At the Options Line, type:
  - P1 if you want to print stage 1 outstanding invoices
  - P2 if you want to print stage 2 outstanding invoices
  - P3 if you want to print stage 3 outstanding invoices
  - etc.

4.4. Invoice Adjustments/Journals/Write-Off

The 'Invoice Adjustments/Journals' utility allows users to make journal/write off an invoice number. Navigate to: Debtors menu -> 5. Invoice Journals

4.4.1. Invoice Journal

To 'Journal' an invoice:
- Field 1, enter invoice number
- Details of the invoice will be displayed, including total invoice amounts, previous adjustments and payments, and outstanding balance.
- In Field 13, select transaction type 'Journal'
- In Field 14, select a Type code from the Options list
- In Field 15, enter the NEGATIVE amount to 'journal' off
- In Field 16 (Narrative), enter a comment about the journal transaction
- In Field 17, select 'Invoice status' option: 'Open'
- At the Options line, type 'F' to file the transaction.
- After filing of the transaction:

```
─────────── Invoice Adjustments / Journals (0) ───────────
 1:Inv.No: 1572         Date..: 22/04/2015     Total..:       15.24
   Debtor: 10097                                Pay/Adj:      -15.24
   Name..: JAZZHANDS, SHIMMY                    --------------------
   Status: Open                                 Balance:        0.00

 ---------- Previous Adjustments & Payments ----------
 Date / Time            Desc        Amount Narrative
 05/01/2016 12:18 HAI 3    JRN            -15.24 patient unable to pay




 ---------- Current Transaction ----------
 13.Trans. Type: Journal Write-off      14.Type Code..:
 15.Amount.....:
 16.Narrative..:
 17.Inv. Status:

 Option.:_____    <\> to clear
 Select the transaction type
```

4.4.2. Invoice Write-Off

To 'Write off' an invoice:
- Field 1, enter invoice number
- Details of the invoice will be displayed, including total invoice amounts, previous adjustments and payments, and outstanding balance.
- In Field 13, select transaction 'Write-off'
- In Field 15, enter the NEGATIVE amount to 'Write-off'
- In Field 16 (Narrative), enter a comment about the journal transaction OR press Enter to accept the default Narrative description "Balance written off"
- In Field 17, select 'Invoice status' option: 'Closed'
- At the Options line, type 'F' to file the transaction.
- After filing of the transaction, the invoice status will be set to "closed":

```
────── Invoice Adjustments / Journals (0) ──────
  1:Inv.No: 1573        Date..: 18/05/2015    Total..:        37.70
    Debtor: 10103                             Pay/Adj:       -37.70
    Name..: PAMELA, HANNAH                    -------------------
    Status: Closed                            Balance:         0.00

---------- Previous Adjustments & Payments ----------
Date / Time              Desc          Amount Narrative
05/01/2016 12:25 HAI 3   W/O           -37.70 Balance written off




---------- Current Transaction ----------
13.Trans. Type: Journal Write-off          14.Type Code..:
15.Amount.....:
16.Narrative..:
17.Inv. Status:

Option.:
Select the transaction type
```

4.4.3. Close off Invoice

NOTE: the invoice outstanding amount must be ZERO before closing off invoice.

To 'close off' an invoice:
- Field 1, enter invoice number
- Details of the invoice will be displayed, including total invoice amounts, previous adjustments and payments, and outstanding balance.
- In Field 13, select transaction type 'Journal'
- In Field 14, select a Type code from the Options list
- In Field 15, enter '0' i.e. zero as the amount
- In Field 16 (Narrative), enter a comment about the journal transaction
- In Field 17, select 'Invoice status' option: 'Close'
- At the Options line, type 'F' to file the transaction.
- After filing of the transaction:

```
┌──────────── Invoice Adjustments / Journals (0) ────────────┐
  1:Inv.No: 1572        Date..: 22/04/2015    Total..:      15.24
    Debtor: 10097                             Pay/Adj:     -15.24
    Name..: JAZZHANDS, SHIMMY                 ------------------
    Status: Closed                            Balance:       0.00

   ---------- Previous Adjustments & Payments ----------
   Date / Time              Desc         Amount Narrative
   05/01/2016 12:38 HAI 3   JRN            0.00 closing invoice
   05/01/2016 12:18 HAI 3   JRN          -15.24 patient unable to pay



   ---------- Current Transaction ----------
   13.Trans. Type: Journal Write-off      14.Type Code..:
   15.Amount.....:
   16.Narrative..:
   17.Inv. Status:

   Option.:
   Select the transaction type
└────────────────────────────────────────────────────────────┘
```

4.4.4. Put an Invoice ON HOLD

NOTE: the invoice outstanding amount must be ZERO before closing off invoice.

To 'close off' an invoice:
- Field 1, enter invoice number
- Details of the invoice will be displayed, including total invoice amounts, previous adjustments and payments, and outstanding balance.
- In Field 13, select transaction type 'Journal'
- In Field 14, select a Type code from the Options list
- In Field 15, enter the NEGATIVE amount to put on-hold
- In Field 16 (Narrative), enter a comment about the journal transaction
- In Field 17, select 'Invoice status' option: 'Open'
- At the Options line, type 'F' to file the transaction.
- After filing of the transaction:

```
┌──────────── Invoice Adjustments / Journals (0) ────────────┐
  1:Inv.No: 1574        Date..: 18/05/2015    Total..:      37.70
    Debtor: 10105                             Pay/Adj:     -37.70
    Name..: OLIVIA, GWENDOLINE                ------------------
    Status: Open                              Balance:       0.00

   ---------- Previous Adjustments & Payments ----------
   Date / Time              Desc         Amount Narrative
   05/01/2016 12:41 HAI 3   JRN          -37.70 on-hold until pt is well



   ---------- Current Transaction ----------
   13.Trans. Type: Journal Write-off      14.Type Code..:
   15.Amount.....:
   16.Narrative..:
   17.Inv. Status:

   Option.:_____  <\> to clear
   Select the transaction type
└────────────────────────────────────────────────────────────┘
```

4.5. Invoice Merging

The 'Invoice Merge' utility will credit the nominated invoices and create a single new invoice containing all the items.
- Navigate to: Debtors menu -> 7. Invoice Merging
- Field 1, enter the invoices to merge in each line.
- At the Options line, type 'F' to complete the processing.

```
─────────── Invoice Merging Screen (0) ───────────
   This screen will credit the nominated invoices and
   create a single new invoice containing all the items.


 1.Invoices to merge:
 1
 2
 3
 4
 5



Option.:_____
<F>=file, <ESC>=exit, <#>=field no
```

4.6. Manual / Batch Invoice Creation

The 'Manual/Batch Invoice Creation' utility will allow the manual/batch creation of a single new invoice for selected/all unpaid dispense script items that have yet to be paid through POS.

Navigate to: Debtors menu -> 8. Manual/Batch Invoice Creation
- In Field 1, enter the patient UR/MRN number
- In Field 2, select 'Invoice To Types' to include: Patient, Ward, Fund, All
- In Field 3, enter the patient category to include, or enter '*' to select all patient categories
- In Field 4, enter '+' to obtain the next available invoice number
- A list of unpaid dispense script items will display.
- At the Options line:
   o type 'DEL' followed by the line number to delete an unpaid dispense script item from the active list
   o type 'F' to batch up listed unpaid dispense script items into a single new invoice
   o type 'CREDIT' to credit the entire active list

```
Pharmhos Software Pt      *ALERT**NOTE*        d/3        14:17:56 05 Jan 2016

  1.Patient.: 10093              2.Inv.Type: All     3.Pt.Cat: *
 MCINERNEY, RAY                  Last Admit:
                                 Last Disch:
 DOB 01/05/1959
                                 4:Invoice.: NEW
                                                         9.
   Date.....  Script No... Item......................... Qty....  Charge...
 1 23/12/2015  26196/1/0 PARACETAMOL 500mg TABLETS            48    14.45
 2 14/12/2015  26115/1/0 AMOXYCILLIN 250mg/5mL (100mL) >       1     7.47
 3 14/12/2015  26114/1/0 PARACETAMOL 500mg TABLETS            48    14.45
 4 04/12/2015  26103/1/1 AMOXYCILLIN 250mg CAPSULES           20    17.19 *
 5 30/11/2015  26092/1/1 PARACETAMOL 500mg TABLETS            48    14.45
 6 17/11/2015  26080/1/0 PARACETAMOL-CODEINE 500mg-15mg>     100    17.51 *
 7 05/11/2015  26060/1/0 ABCIXIMAB 10mg/5mL   INJECTION        1    36.90
 8 05/11/2015  26058/1/0 PARACETAMOL 500mg TABLETS            48    14.45
    --------------------------------------------------------------------
                                 PBS Sub-total (*).:      34.70
                                 Non-PBS Sub-total.:     102.17
   Last Update.: 18/05/2015 13:00 SMO 10    GRAND-TOTAL.......:   136.87
Enter OPTION, <F1>=help....:_____    (DBT.DISP.BILL,M)
<F>=file, <P>/<REPRINT>=print, <DEL>=delete lines, <CREDIT>=credit entire
```

4.7. Reprint Invoice Range

The 'Reprint Invoice Range' utility will allow a range of invoices to be reprinted.

Navigate to: Debtors menu -> 9. Reprint Invoice Range
- In Field 1, enter the 1st invoice number in the range to reprint
- In Field 2, enter the last invoice number in the range to reprint
- At the Options line, type 'F' to reprint the invoice within the invoice range.

```
───── Invoice Reprint (0) ─────
This screen will allow a range of invoices
to be reprinted.

1.First invoice No in range.: _____ ▯
2.Last invoice No in range..:

Option.:            New
Enter the first invoice No in the range to reprint
```
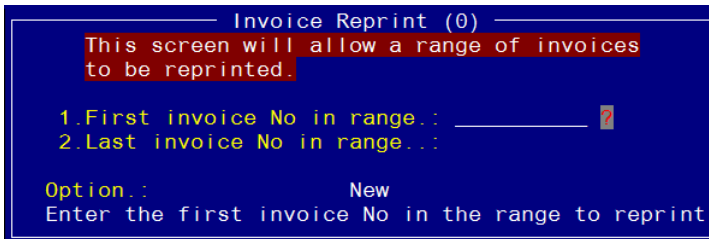
5. Third Party Billing

The 3rd Party Billing Facility allows merlin users to assign billing to an alternate party for:
- a single invoice
- a patient – i.e. for all scripts dispensed against a patient
- a patient category – i.e. for all scripts dispensed against a patient category

5.1. Assign for a single invoice

Navigate to: Debtors menu -> 10. Third Party Billing->1.Assign for a single invoice
- In Field 1, enter the invoice number
- Details of the invoice will display
- Enter either:
  - o 'Registered Debtor' as the alternate party to bill: Enter in field 9 (alternate ID) the alternate UR/MRN number, which will populate the alternate debtor personal details.
  - o 'Once Off' as the alternate party to bill: Enter text in Field 14 (Name), 15 (Address), 16 (Suburb) and 17 (Postcode)
- In Field 18, enter a Claim Reference number (this number is optional and isn't Merlin generated)
- In Field 3, enter the patient category to include, or enter '*' to select all patient categories
- At the Options line, type 'F' to update the invoice with the new Debtor.

```
────── Invoice - Alternate Bill To (0) ──────
1:Inv.No: 1575        Date..: 19/05/2015      Total..:      37.70
  Pat...:  012361                             Pay/Adj:       0.00
  Name..:  BRONSON, CHARLES                   --------------------
  Status: Open                                Balance:      37.70


        ------------- Alternate party to bill -------------

  ------- Registered Debtor -------      ---------- Once Off ----------
9.Alt. ID: 10095                    14.Name...:
  Name...: NGUYEN, HAI              15.Address:
  Address: 1 Test St               16.Suburb.:
  Suburb.: TESTVILLE               17.P.Code.:
  P.Code.: 3000
18.Claim No:1234BC
                              Last Update:


  Option.:_____
  <F>=file, <ESC>=exit, <#>=field no
```
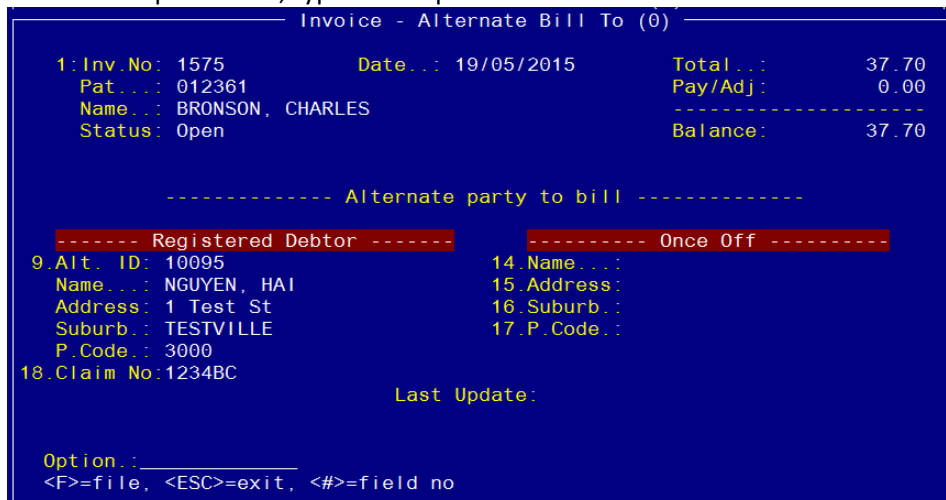
5.2.   Assign for a Patient

Navigate to: Debtors menu -> 10. Third Party Billing->2. Assign for a Patient
- In Field 1, enter the patient's UR/MRN number
- Details of the patient will display
- Enter either:
  - o 'Registered Debtor' as the alternate party to bill: Enter in field 6 (alternate ID) the alternate UR/MRN number, which will populate the alternate debtor personal details.
  - o 'Casual Debtor' as the alternate party to bill: Enter text in Field 11 (Name), 12 (Address), 13 (Suburb) and 14 (Postcode)
- In Field 15, enter Y/N to override 3rd party billing for this patient based on the 3rd party billing set up by patient category
- At the Options line, type 'F' to update apply changes.

```
┌───────────────── Patient - Alternate Bill To (0) ─────────────────┐

   1:Patient: 012361
     Name...: BRONSON, CHARLES
     Address: 63 Turner St
     Suburb.: PORT MELBOURNE VIC
     P.Code.: 3207
             -------------- Alternate party to bill --------------

     ------- Registered Debtor -------        -------- Casual Debtor --------
  6.Alt. ID: 123456                       11.Name...:
     Name...: MORRISON, SCOTT             12.Address:
     Address: C/- Pharmhos Software 63->  13.Suburb.:
     Suburb.: PORT MELBOURNE              14.P.Code.:
     P.Code.: 3207
             ----------------- Overrides ---------------------
 15.Pat.Cat:

                           Last Update:


  Option.:_____
  <F>=file, <ESC>=exit, <#>=field no
```

5.3. Assign for a Patient Category

Navigate to: Debtors menu -> 10. Third Party Billing->3.Assign for a Patient Category
- At the Options line, enter '6.' And the line number corresponding to the patient category to apply 3rd party billing.
- Enter the alternate debtor to bill UR number in this field and then press ENTER
- At the Options line, type 'F' to update apply changes.

```
──────────────── Invoices - Billable patient categories (0) ────────────────
    Only patient categories listed here will be available for invoicing
    or processing through Point Of Sale.

                              -- Interface --   --- Alternate Debtor to Bill ---        F/Up
 1.PatCat              2.Sing Inv. 3.Y/N 4.Type  5.JRN  6.Debtor                        8.Inv.
  1 0      OP PBS            N        Y
  2 D      Discharge         Y        N    HL7_LIF
  3 T      Test Patient Categor        N                                                  N
  4 I      IP Wd Stock                 N
  5 CAFA>  OP PBS            N        N
  6 OC     OP - Cytotoxics
  7 RM     RAYS TEST         N        N            123456        MORRISON, SCOTT          Y
  8
  9
 10

                                         Last Updated: 07-10-2015 10:57 RMCI 3
 Option.:_____
 <F>=file, <ESC>=exit, <#>=field no
```

6. Point Of Sale (POS) Reports

POS reports are located in the Merlin Debtors module. Navigate to Debtors → 3. Enquiries/Reports.

Both the Merlin Text-based POS and Merlin GUI POS write to the same files, so that when reporting both:

- Merlin text-based POS
- Merlin GUI POS

Processed transactions will be included in the same POS reports.

6.1. POS Transactions – By Payment Type

- The Cash Collection report generates a report for all POS transactions by Payment type for a POS Session number or Date range in summary or detailed view.
- To generate the Cash Collection Report, navigate to:
  Debtors → 3. Enquiries/Reports → 1.POS Transactions-By Payment Type
- In Field 1.POS site, enter the POS ID of the POS terminal e.g. POS1.
- Enter the POS Session No (Field 2) or enter the start and end date (Field 3 & 4).
- In Field 5, enter <D> for detailed report or <S>ummary report.
- Type 'F' at the Options line to print the Cash Collection Report to a printer or to screen.

```
┌─ Cash Collection by Payment Type  (0) ─┐
│                                        │
│   1.P.O.S. Site........: POS1          │
│   2.P.O.S. Session No  1               │
│                        2               │
│                        3               │
│                                        │
│   3.Enter start date...: 01/10/2015    │
│   4.Enter end date.....: 29/12/2015    │
│                                        │
│                                        │
│   5.Detail or Summary..: S             │
│                                        │
│  Option.:_____                │
│  <F>=file, <ESC>=exit, </D>=delete, <#>=f │
└────────────────────────────────────────┘
```
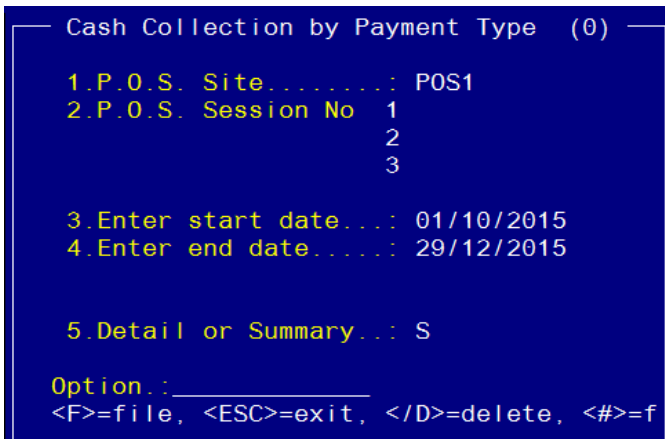
Below is an example Cash Collection report by Payment Type in Summary mode:

```
DBR.CCF.PTYPE              Cash Collection By Payment Type - Summary Items Report      29 Dec 2015 14:42 Page   1
                               Date from 01/10/2015 to 29/12/2015 for site POS1
----------------------------------------------------------------------------------------------------------------

                                              Extax.Amt    Tax.Amt  Line.Total

                                              ----------  ---------- ----------
  Totals for C/CARD (4 transactions)            215.04      13.08      228.12
                                              ----------  ---------- ----------


                                              ----------  ---------- ----------
  Totals for CASH (4 transactions)              30.06        2.44       32.50
                                              ----------  ---------- ----------


                                              ----------  ---------- ----------
  Totals for EFT (1 transactions)               4.55         0.45        5.00
                                              ----------  ---------- ----------


                                              ==========  ========== ==========
  GRAND-TOTAL - Summary Items - 01/10/2015 to 29/12/201   249.65      15.97      265.62
                                              ==========  ========== ==========



Press Return to continue ..
```

Below is an example Cash Collection report by Payment Type in detailed mode:

```
DBR.CCF.PTYPE           Cash Collection By Payment Type - Detailed Items Report        29 Dec 2015 14:47 Page   1
                                 Date from 01/10/2015 to 29/12/2015 for site POS1
-------------------------------------------------------------------------------------------------------------
Docket InvNo/s Site     Date    Time Op    Paymen   Extax.Amt    Tax.Amt   Line.Total Bank    Chq/Card No      C/Type
-------------------------------------------------------------------------------------------------------------

   953   1638 POS1  07/10/2015 11:20 RMCI   C/CARD     61.61       0.00       61.61
   958        POS1  19/11/2015 15:36 HAI    C/CARD    152.98      13.53      166.51
   960   1669 POS1  19/11/2015 15:57 HAI    C/CARD      5.00       0.00        5.00
   961        POS1  19/11/2015 15:59 HAI    C/CARD     -4.55      -0.45       -5.00
                                                    ----------  ----------  ----------
Totals for C/CARD (4 transactions)                    215.04      13.08      228.12
                                                    ----------  ----------  ----------


   954        POS1  10/11/2015 11:05 VT     CASH        8.19       0.81        9.00
   955        POS1  17/11/2015 11:20 HAI    CASH       21.87       1.63       23.50
   956        POS1  17/11/2015 11:25 HAI    CASH       23.55       2.35       25.90
   957        POS1  17/11/2015 11:25 HAI    CASH      -23.55      -2.35      -25.90
                                                    ----------  ----------  ----------
Totals for CASH (4 transactions)                       30.06       2.44       32.50
                                                    ----------  ----------  ----------


   959        POS1  19/11/2015 15:43 HAI    EFT         4.55       0.45        5.00
Press Return to continue ..
```

```
DBR.CCF.PTYPE           Cash Collection By Payment Type - Detailed Items Report        29 Dec 2015 14:47 Page   2
                                 Date from 01/10/2015 to 29/12/2015 for site POS1
-------------------------------------------------------------------------------------------------------------
Docket InvNo/s Site     Date    Time Op    Paymen   Extax.Amt    Tax.Amt   Line.Total Bank    Chq/Card No      C/Type
-------------------------------------------------------------------------------------------------------------

                                                    ----------  ----------  ----------
Totals for EFT (1 transactions)                         4.55       0.45        5.00
                                                    ----------  ----------  ----------


                                                    ==========  ==========  ==========
GRAND-TOTAL - 01/10/2015 to 29/12/2015                249.65      15.97      265.62
                                                    ==========  ==========  ==========
```

6.2.   POS Transactions – By Sales Category

- The Cash Collection report generates a report for all POS transactions by Sales category for
- a POS Session number or Date range in summary or detailed view.
- To generate the Cash Collection Report, navigate to:

  Debtors → 3. Enquiries/Reports → 2.POS Transactions-By Sales Category
- In Field 1.POS site, enter the POS ID of the POS terminal e.g. POS1.
- Enter the POS Session No (Field 2) or enter the start and end date (Field 3 & 4).
- In Field 5, enter <D> for detailed report or <S>ummary report.
- Type 'F' at the Options line to print the Cash Collection Report to a printer or to screen.

```
┌─ Cash Collection by Sales Category (0) ─┐
│                                         │
│   1.P.O.S. Site........: POS1           │
│   2.P.O.S. Session No..:                │
│                                         │
│                                         │
│   3.Enter start date...: 01/10/2015     │
│   4.Enter end date.....: 29/12/2015     │
│                                         │
│                                         │
│   5.Detail or Summary..: S              │
│                                         │
│   Option.:_____               │
│   <F>=file, <ESC>=exit, </D>=delete, <#>=f│
└─────────────────────────────────────────┘
```

Below is an example Cash Collection report by Sales Category in Summary mode:

```
DBR.CCF.SCAT          Cash Collection By Sales Category - Summary Items Report      29 Dec 2015 15:00 Page   1
                            Date from 01/10/2015 to 29/12/2015 for site POS1
------------------------------------------------------------------------------------------------------------
                              Extax.Amt     Tax.Amt    Line.Total
------------------------------------------------------------------------------------------------------------

                             ----------   ----------   ----------
Totals for UNKNOWN              193.02        12.09       205.11
                             ----------   ----------   ----------

                                           CASH Total        5.50
                                            EFT Total        5.00
                                          C/CARD Total      194.61


                             ----------   ----------   ----------
Totals for S STAFF (E0500-57517)   8.19        0.81         9.00
                             ----------   ----------   ----------

                                           CASH Total        9.00




------------------------------------------------------------------------------------------------------------
-- <RTN>=next page, <any char>=exit
```

```
DBR.CCF.SCAT          Cash Collection By Sales Category - Summary Items Report      29 Dec 2015 15:00 Page   2
                            Date from 01/10/2015 to 29/12/2015 for site POS1
------------------------------------------------------------------------------------------------------------
                              Extax.Amt     Tax.Amt    Line.Total
------------------------------------------------------------------------------------------------------------
                             ==========   ==========   ==========
  GRAND-TOTAL - Summary Items - 01/10/2015   201.21    12.90       214.11
                             ==========   ==========   ==========
```

Below is an example Cash Collection report by Sales Category in detailed mode:

```
DBR.CCF.SCAT          Cash Collection By Sales Category - Detailed Items Report     29 Dec 2015 15:02 Page   1
                            Date from 01/10/2015 to 29/12/2015 for site POS1
------------------------------------------------------------------------------------------------------------
Docket POS Site  Trans.date Sales.Code  Extax.Amt     Tax.Amt    Line.Total
------------------------------------------------------------------------------------------------------------
   953 POS1      07/10/2015 UNKNO          61.61        0.00        61.61
   955 POS1      17/11/2015 UNKNO           5.50        0.00         5.50
   956 POS1      17/11/2015 UNKNO          23.54        2.36        25.90
   957 POS1      17/11/2015 UNKNO         -23.54       -2.36       -25.90
   958 POS1      19/11/2015 UNKNO         116.36       11.64       128.00
   959 POS1      19/11/2015 UNKNO           4.55        0.45         5.00
   960 POS1      19/11/2015 UNKNO           5.00        0.00         5.00
   961 POS1      19/11/2015 UNKNO           0.00        0.00         0.00
                                        ----------   ----------   ----------
Totals for UNKNOWN                         193.02       12.09       205.11
                                        ----------   ----------   ----------

                                           CASH Total        5.50
                                            EFT Total        5.00
                                          C/CARD Total      194.61



------------------------------------------------------------------------------------------------------------
-- <RTN>=next page, <any char>=exit
```

```
DBR.CCF.SCAT              Cash Collection By Sales Category - Detailed Items Report    29 Dec 2015 15:02 Page   2
                             Date from 01/10/2015 to 29/12/2015 for site POS1
------------------------------------------------------------------------------------------------------------
Docket  POS Site  Trans.date Sales.Code    Extax.Amt    Tax.Amt   Line.Total
------------------------------------------------------------------------------------------------------------
   954 POS1       10/11/2015    S              4.55        0.45        5.00
   954 POS1       10/11/2015    S              3.64        0.36        4.00
                                           ----------  ----------  ----------
Totals for S STAFF (E0500-57517)               8.19        0.81        9.00
                                           ----------  ----------  ----------

                                                       CASH Total      9.00


                                           ==========  ==========  ==========
GRAND-TOTAL - 01/10/2015 to 29/12/2015       201.21       12.90      214.11
                                           ==========  ==========  ==========
```

6.3.   POS Transactions – By Tax Code

- The Cash Collection report generates a report for all POS transactions by Tax Code for
- a POS Session number or Date range in summary or detailed view.
- To generate the Cash Collection Report, navigate to:
    Debtors → 3. Enquiries/Reports → 3.POS Transactions-By Tax Code
- In Field 1.POS site, enter the POS ID of the POS terminal e.g. POS1.
- Enter the POS Session No (Field 2) or enter the start and end date (Field 3 & 4).
- In Field 5, enter <D> for detailed report or <S>ummary report.
- Type 'F' at the Options line to print the Cash Collection Report to a printer or to screen.

```
—— Cash Collection by Tax Code  (0) ——

  1.P.O.S. Site........: POS1
  2.P.O.S. Session No..:


  3.Enter start date...: 01/10/2015
  4.Enter end date.....: 29/12/2015


  5.Detail or Summary..: S

 Option.:_____
 <F>=file, <ESC>=exit, </D>=delete, <#>=f
```

Below is an example Cash Collection report by Tax code in Summary mode:

```
DBR.CCF.TAX                     Cash Collection By Tax Code - Summary Items Report      29 Dec 2015 15:09 Page    1
                                  Date from 01/10/2015 to 29/12/2015 for site POS1
---------------------------------------------------------------------------------------------------------------
                                  Extax.Amt    Tax.Amt    Line.Total

                                 ----------  ----------  ----------
  Totals for G3 GST free supplies      89.62       0.00       89.62
                                 ----------  ----------  ----------

Total transaction lines for : G3 was 5
                                 ----------  ----------  ----------
  Totals for G6 Taxable supplies      160.01      15.99      176.00
                                 ----------  ----------  ----------

Total transaction lines for : G6 was 12
                                 ==========  ==========  ==========
  GRAND-TOTAL - Summary Items - 01/10/2015   249.63      15.99      265.62
                                 ==========  ==========  ==========
```

Below is an example Cash Collection report by Tax code in detailed mode:

```
DBR.CCF.TAX                     Cash Collection By Tax Code - Detailed Items Report     29 Dec 2015 15:12 Page    1
                                  Date from 01/10/2015 to 29/12/2015 for site POS1
---------------------------------------------------------------------------------------------------------------
Docket  POS Site  Trans.date Tax.Code   Extax.Amt    Tax.Amt    Line.Total
---------------------------------------------------------------------------------------------------------------
   953 POS1       07/10/2015    G3          61.61       0.00       61.61
   955 POS1       17/11/2015    G3           5.50       0.00        5.50
   958 POS1       19/11/2015    G3          17.51       0.00       17.51
   960 POS1       19/11/2015    G3           5.00       0.00        5.00
   961 POS1       19/11/2015    G3           0.00       0.00        0.00
                                        ----------  ----------  ----------
  Totals for G3 GST free supplies           89.62       0.00       89.62
                                        ----------  ----------  ----------

Total transaction lines for : G3 was 5
   954 POS1       10/11/2015    G6           4.55       0.45        5.00
   954 POS1       10/11/2015    G6           3.64       0.36        4.00
   955 POS1       17/11/2015    G6          16.36       1.64       18.00
   956 POS1       17/11/2015    G6          23.56       2.36       25.92
   957 POS1       17/11/2015    G6         -23.56      -2.36      -25.92
   958 POS1       19/11/2015    G6         116.36      11.64      128.00
   958 POS1       19/11/2015    G6          14.55       1.45       16.00
---------------------------------------------------------------------------------------------------------------
-- <RTN>=next page, <any char>=exit
```

```
DBR.CCF.TAX                     Cash Collection By Tax Code - Detailed Items Report     29 Dec 2015 15:12 Page    2
                                  Date from 01/10/2015 to 29/12/2015 for site POS1
---------------------------------------------------------------------------------------------------------------
Docket  POS Site  Trans.date Tax.Code   Extax.Amt    Tax.Amt    Line.Total
---------------------------------------------------------------------------------------------------------------
   958 POS1       19/11/2015    G6           4.55       0.45        5.00
   959 POS1       19/11/2015    G6           4.55       0.45        5.00
   961 POS1       19/11/2015    G6           0.00       0.00        0.00
   961 POS1       19/11/2015    G6           0.00       0.00        0.00
   961 POS1       19/11/2015    G6          -4.55      -0.45       -5.00
                                        ----------  ----------  ----------
  Totals for G6 Taxable supplies           160.01      15.99      176.00
                                        ----------  ----------  ----------

Total transaction lines for : G6 was 12
                                        ==========  ==========  ==========
  GRAND-TOTAL - 01/10/2015 to 29/12/2015   249.63      15.99      265.62
                                        ==========  ==========  ==========
```

6.4. Cash Collection – Transaction Report

- The Cash Collection report generates a report for all 'cash collected' POS transactions by transaction type for a Date range in summary or detailed view.
- To generate the Cash Collection Report, navigate to:

  Debtors → 3. Enquiries/Reports → 8.Cash Collection - Transaction Report
- In Field 1, enter inventory site, or press enter to skip field to run a report for all sites.
- In field 2, enter the start Date for the report
- In field 3, enter the End Date for the report
- In Field 4, enter <D> for detailed report or <S>ummary report.
- Type 'F' at the Options line to print the Cash Collection Report to a printer or to screen.

```
┌ Cash Collection by Transaction Type  (2) ┐

    1.Inventory Site.....: PH01


    2.Enter start date...: 18/12/2015
    3.Enter end date.....: 04/01/2016


    4.Detail or Summary..: D

  Option.:_____
  <F>=file, <ESC>=exit, </D>=delete, <#>=f
```

Below is an example Cash Collection Transaction report in detailed mode:

```
DBR.CCF.TRANTYPE          Cash Collection By Transaction Type - Detailed Items Report      04 Jan 2016 14:15 Page    7
                            Date from 01/10/2015 to 04/01/2016 for site PH01
------------------------------------------------------------------------------------------------------
Site  TrType Date     Time     Inv Id  UrNo.                    Extax.Amt    Tax.Amt   Line.Total
------------------------------------------------------------------------------------------------------
PH01  INV  18/12/2015 12:44   1728    10115                        23.63       0.00       23.63
PH01  INV  18/12/2015 12:45   1729    10116                        37.70       0.00       37.70
PH01  INV  18/12/2015 12:46   1730    10117                        33.30       0.00       33.30
PH01  INV  18/12/2015 13:06   1731    10115                        23.63       0.00       23.63
PH01  INV  18/12/2015 13:28   1732    10115                        23.63       0.00       23.63
PH01  INV  18/12/2015 14:21   1733    10116                         5.00       0.00        5.00
PH01  INV  18/12/2015 14:31   1734    10117                         5.00       0.00        5.00
PH01  INV  18/12/2015 14:43   1735    10115                         5.00       0.00        5.00
PH01  INV  18/12/2015 14:57   1736    10117                         5.00       0.00        5.00
PH01  INV  18/12/2015 15:03   1737    10115                        37.70       0.00       37.70
PH01  INV  18/12/2015 15:08   1738    10115                         5.00       0.00        5.00
PH01  INV  18/12/2015 15:40   1739    10115                        37.70       0.00       37.70
PH01  INV  21/12/2015 15:43   1740    10116                         5.00       0.00        5.00
PH01  INV  22/12/2015 16:57   1741    10116                        18.26       0.00       18.26
PH01  INV  22/12/2015 17:09   1742    10116                        18.26       0.00       18.26
PH01  INV  23/12/2015 15:31   1743    10116                         5.00       0.00        5.00
PH01  INV  23/12/2015 15:32   1744    10116                        18.26       0.00       18.26
Press Return to continue ..
```

.....

```
------------------------------------------------------------------------------------------------------
                                                            ----------  ----------  ----------
Totals for INV                                                  861.71        1.81      863.52
                                                            ----------  ----------  ----------
```

....

```
-------------------------------------------------------------------------------
Site  TrType Date       Time     POS Id  UrNo.  InvoiceNos.    Extax.Amt   Tax.Amt  Line.Total
-------------------------------------------------------------------------------
PH01  REC    07/10/2015 11:20    953     10092  1638               61.61     0.00      61.61
PH01  REC    19/11/2015 15:57    960     123456 1669                5.00     0.00       5.00
                                                               ---------- ---------- ----------
Totals for REC                                                     66.61     0.00      66.61
                                                               ---------- ---------- ----------
```

Below is an example Cash Collection Transaction report in summary mode:

```
DBR.CCF.TRANTYPE              Cash Collection By Transaction Type - Summary Items Report    04 Jan 2016 14:19 Page  1
                                 Date from 01/10/2015 to 04/01/2016 for site PH01
------------------------------------------------------------------------------------------------
                                                        Extax.Amt    Tax.Amt   Line.Total
------------------------------------------------------------------------------------------------

                                                       ---------- ---------- ----------
Totals for CSH                                             183.02      15.99     199.01
                                                       ---------- ---------- ----------


                                                       ---------- ---------- ----------
Totals for INV                                            861.71       1.81     863.52
                                                       ---------- ---------- ----------


                                                       ---------- ---------- ----------
Totals for REC                                             66.61       0.00      66.61
                                                       ---------- ---------- ----------
```

6.5.   Cash Collection – Transaction Extract (Excel Exportable)

- The Cash Collection extract generates a report for all 'cash collected' POS transactions by transaction type for a Date range in detailed view.
- To generate the Cash Collection Report, navigate to:
  Debtors → 3. Enquiries/Reports → 13.Cash Collection - Transaction Extract
- In Field 1, enter inventory site, or press enter to skip field to run a report for all sites.
- In field 2, enter the start Date for the report
- In field 3, enter the End Date for the report
- In Field 4, enter the export destination e.g. c:\pharmhos\reports
- Type 'F' at the Options line to export the report to the export destination.

```
┌─ Cash Collection Extract by Transaction Type  (2) ─┐
│                                                    │
│   1.Inventory Site.....: PH01                      │
│                                                    │
│                                                    │
│   2.Enter start date...: 01/10/2015                │
│   3.Enter end date.....: 04/01/2016                │
│                                                    │
│   4.Export destination.: c:\temp                   │
│                                                    │
│  Option.:_____                            │
│  <F>=file, <ESC>=exit, </D>=delete, <#>=field no   │
│                                                    │
└────────────────────────────────────────────────────┘
```

- The report contains the following columns
    - Inventory Site
    - Transaction Type
    - Transaction Date
    - Transaction Time
    - POS ID i.e. docket receipt number
    - Patient Category
    - Invoice Number
    - Sale Item(s)
    - Line Discount(s): discount applied to each sale item
    - UR number
    - Journal Code
    - Excluding Tax amount
    - Tax amount
    - Overall Discount on POS Transaction
    - Line Total amount
    - Acquisition Cost: cost for each sale item
    - Total Acquisition Cost: total COGS cost
    - Sales Category for each sale item
    - Payment Method

6.6.   Unpaid Scripts – Date Range

- The Unpaid Script Date Range screen generates a report of dispensing items that have yet to be paid through POS for a Date range.
- To generate Report, navigate to:
    - Debtors → 3. Enquiries/Reports → 11.Unpaid Scripts – Date Range
- In field 1, enter the start Date for the report
- In field 2, enter the End Date for the report
- In field 3, enter patient category(s) as a selection criteria
- In Field 4, enter dispensing site(s) as a selection criteria, or press enter to skip field to run a report for all sites.
- Type 'F' at the Options line to print the Report to a printer or to screen.

```
——————— List of Unpaid Dispensing scripts (2) ———————
    Report of unpaid Dispensing items for Date Range


  1.Enter start date...: 01/12/2015
  2.Enter end date.....: 04/01/2016

  3.Pat Category.....    1
                         2
                         3
                         4

  4.Dispensing Sites.    1
                         2

Option.:_____
<F>=file, <ESC>=exit, <#>=field no
```

Below is an example Unpaid Scripts Date Range report:

```
DBR.UNPAID                    List of Unpaid Dispensing Scripts        04 Jan 2016 15:20 Page   1
                                 Date from 01/12/2015 to 04/01/2016
------------------------------------------------------------------------------------------------
Script Number  Service Date UR No.   Patient            PCat     Charge BillTo   Discharge PrevPayment
------------------------------------------------------------------------------------------------
26140/1/0      17/12/2015   10117    BOOTY, LUKE          0      17.19 Patient
25101/1/0      02/06/2014   012361   BRONSON, CHARLES     0      36.90 Patient   25/05/2006
26141/1/0      17/12/2015   10116    CURTIN, ELIZABETH    0      17.19 Patient
26092/1/1      30/11/2015   10093    MCINERNEY, RAY       0      14.45 Patient
26196/1/0      23/12/2015   10093    MCINERNEY, RAY       0      14.45 Patient
26103/1/1      04/12/2015   10093    MCINERNEY, RAY       0      17.19 Patient
26178/1/0      21/12/2015   10092    MCINERNEY, RAYMOND   0      17.51 Patient
26097/1/0      02/12/2015   123456   MORRISON, SCOTT      0       0.40 Patient
26115/1/0      14/12/2015   10093    MCINERNEY, RAY       RM      7.47 Patient
26114/1/0      14/12/2015   10093    MCINERNEY, RAY       RM     14.45 Patient
```

7. Debtor Invoice Reports

7.1. Invoice Enquiry By Debtor (& Print 1 or ALL Debtor Invoices)

- The Invoice Enquiry By Debtor screen displays a patient's full invoice history including payments made and outstanding balance.
- Navigate to:

  Debtors → 3. Enquiries/Reports → 5.Invoice Enquiry – By Debtor

```
Pharmhos Software Pty Ltd          Port:briand/2        13:27:05 04 Jan 2016

    1:Debtor : 123456
     Name ..: MORRISON, SCOTT

     Inv.No    Inv.Date     Amount   Payments Receipt   Balance Status
   1 1685      20/11/2015     5.00       0.00     962      5.00 Outstanding

   2 1669      12/10/2015     6.10      -5.00     960      1.10 Outstanding
                    19/11/2015 C/CARD -5.00 PAYMENT
   3 1566      07/01/2015     6.10       0.00              6.10 Outstanding

   4 1565      07/01/2015     6.10       0.00              6.10 Outstanding

   5 1487      04/06/2014    17.00       0.00     634     17.00 Outstanding


                           Total Outstanding:    2117.58


Enter OPTION, <F1>=help....:_____            (DBQ.INVENQ,E)
Enter <line_number> to view, F<line_number> to follow up, <ESC>=exit
<P>=print invoice,<PALL>=print all invoices
```

- In Field 1 (Debtor), enter the patient's UR number
- Press the Up or Down arrow to page up or down the invoice history.
- To print an invoice, enter 'P' followed by the line number at the options line.
- To print all invoices for the patient, enter 'PALL' at the options line.
- To view detailed information about an invoice number, enter the line number at the Options line. The detailed invoice information screen opens up (see below example screenshot).

```
Pharmhos Software Pty Ltd          Port:briand/2        13:30:28 04 Jan 2016
                      ───── Debtors - Invoice Display (3) ─────
    1:Invoice No..:     1669      Invoice Status Outstanding
     Debtor .....: 123456         Name MORRISON, SCOTT

     Script No.   ScriptDate ScriptStatus   Charge   PBS Total      6.10
   1 26021/1/0    12/10/2015 Complete         6.10   NonPBS Total   0.00
   2                                                 Invoice Tot.   6.10
   3                                                 Adjustments   -5.00
   4                                                 Balance        1.10
   5
   6

     --- Adjustment Details ---
     Amount    Date      Reason Method      Receipt Narrative
   1   -5.00 19/11/2015         C/CARD       960    PAYMENT
   2
   3
   4
     Notes.:

Option.:_____
<P>=print <UP/DOWN>=page up or down - P1=top page  P2=bottom page
```

- To follow up an invoice number, enter the line number at the Options line. 'Outstanding Debtors Follow Up' screen opens up (see below example screenshot).

```
┌──────────────── Outstanding Debtors - Follow Up (3) ──────────────┐
│                                                                     │
│    1:Inv.No: 1685         Date..: 20/11/2015      Total..:    5.00 │
│      Debtor: 123456       Status: Open            Pay/Adj:    0.00 │
│      Name..: MORRISON, SCOTT                      ------------------│
│    ------------ Filters ------------------        Balance:    5.00 │
│   9.Include Pat Cat                    10.Exclude Pat Cat          │
│                                                                     │
│  11.Site.:                                                          │
│                                                                     │
│     ------------- Follow up processing / status ------------       │
│   1st Reminder: Addional Co>       (Past Due 04/12/2015)           │
│                                                                     │
│                                                                     │
│                                                                     │
│     -------------------- Notes -----------------------             │
│                                                                     │
│                                                                     │
│                                                                     │
│ E    Follow Up Reference.:                                          │
│    Option.:_____                                            │
│  <F>=File, <ESC>=exit, P1=Process stage 1, N=Enter notes          │
└─────────────────────────────────────────────────────────────────────┘
```

7.2. Invoice Enquiry By Invoice

- The Invoice Enquiry By Invoice screen displays an invoice history including payments made/adjustments and outstanding balance.
- Navigate to:

     Debtors → 3. Enquiries/Reports → 6.Invoice Enquiry – By Invoice
- In Field 1 (Debtor), enter the invoice number

```
Pharmhos Software Pty Ltd          Port:briand/2      13:30:28 04 Jan 2016
┌──────────────── Debtors - Invoice Display (3) ──────────────────┐
│   1:Invoice No..:     1669    Invoice Status Outstanding         │
│     Debtor .....: 123456      Name MORRISON, SCOTT               │
│                                                                  │
│     Script No.    ScriptDate ScriptStatus  Charge  PBS Total   6.10│
│   1 26021/1/0    12/10/2015 Complete         6.10  NonPBS Total 0.00│
│   2                                                Invoice Tot.  6.10│
│   3                                                Adjustments  -5.00│
│   4                                                Balance       1.10│
│   5                                                              │
│   6                                                              │
│     --- Adjustment Details ---                                   │
│     Amount    Date      Reason Method    Receipt Narrative       │
│   1   -5.00 19/11/2015         C/CARD      960     PAYMENT        │
│   2                                                              │
│   3                                                              │
│   4                                                              │
│     Notes.:                                                      │
│                                                                  │
│ Option.:_____                                             │
│ <P>=print <UP/DOWN>=page up or down - P1=top page  P2=bottom page│
└──────────────────────────────────────────────────────────────────┘
```

- Press the Up or Down arrow to page up or down the 'adjustment details' history.
- Enter 'P1' to return to the top page of the 'adjustment details' history.
- Enter 'P2' to move to the bottom page of the 'adjustment details' history.

7.3.　Outstanding Debtors Report (Excel exportable)

- The Outstanding Debtors report generates a report of all debtors with outstanding invoices against them for an effective date in summary or detailed view.
- For sites with an Accounts Payable interface, there will be NO outstanding invoices, as the invoice debt is transferred to the AP interface.
- Sites with no Accounts Payable interface will manage patient debt within the Merlin Debtors module. Outstanding invoices are processed through POS to finalise payment of the invoice
- To generate the Outstanding Debtors Report, navigate to:

  Debtors → 3. Enquiries/Reports → 4.Outstanding Debtors Report
- In Field 1, enter the dispensing site (a standard look-up is permitted in this field), or press enter to skip field to run a report for all sites.
- In field 2, enter the effective Date for the report
- In Field 3, enter <D> for detailed report or <S>ummary report.
- In Field 4, select the SORT method: UR number / Date / Value / Patient Category. Use <LEFT>/<RIGHT> to select the sort method.
- In Field 5, enter the export destination e.g. c:\pharmhos\reports
- Type 'F' at the Options line to print the Outstanding Debtor Report to a printer or to screen. OR
- Type 'E' at the Options line to export the report to the export destination.

```
┌─────── Outstanding Debtors Report (0) ───────┐
│                                              │
│   1.Site............    1 PH01               │
│                         2                    │
│                         3                    │
│                                              │
│   2.Effective Date....: 29/12/2015           │
│                                              │
│   3.Detail or Summary..: S                   │
│                                              │
│                                              │
│   4.Sort Method........: URNO                │
│                                              │
│                                              │
│   5.Export destination.: c:\temp             │
│                                              │
│ Option.:_____                         │
│ <#>=field, <ESC>=exit, <F>=print, <E>xport to Excel │
└──────────────────────────────────────────────┘
```

- The report contains the following columns
  - Name: UR number, Patients name and Address
  - Invoice No: this value will be available if the report is run in <D>etailed mode
  - Total: Total outstanding debt for patient
  - 0-30: outstanding debt incurred in the last 30 days
  - 31-60: outstanding debt incurred in the last 31 to 60 days
  - 61-90: outstanding debt incurred in the last 61 to 90 days
  - 90+: outstanding debt incurred for over 90 days
  - Patient Category: patient category that the invoice was generated in Merlin Dispense. This value will be available if the report is run in <D>etailed mode.
  - Bill To: bill to patient/fund/ward that the invoice was generated in Merlin Dispense. This value will be available if the report is run in <D>etailed mode.

Below is an example Patient Debtor report in detailed mode:

```
DBR.OUTSTANDING              Outstanding Debtors Report - Detailed Report      29 Dec 2015 15:49 Page   1
                                Effective Date 29/12/2015 for site "PH01"
--------------------------------------------------------------------------------------------------------
Name                                Total    0 - 30   31 - 60   61 - 90      90+  Pat Cat  Bill To
--------------------------------------------------------------------------------------------------------
                     388 26/03/2008  96.95     0.00      0.00      0.00    96.95      0     All
                     400 15/04/2008  14.90     0.00      0.00      0.00    14.90      0     All
                     401 15/04/2008  10.00     0.00      0.00      0.00    10.00    SND     All
                     404 01/05/2008   2.00     0.00      0.00      0.00     2.00      B     All
                     409 16/05/2008  13.95     0.00      0.00      0.00    13.95      0     All
#00043 Tzimos, Pete                 137.80     0.00      0.00      0.00   137.80

                     311 31/05/2006   5.90     0.00      0.00      0.00     5.90      T     All
#00044 BEDFORD, RAY                   5.90     0.00      0.00      0.00     5.90

                     164 20/10/2004  23.70     0.00      0.00      0.00    23.70      0     All
000001 CORUTHERS, TRACY 12345678     23.70     0.00      0.00      0.00    23.70

                    1198 23/04/2013  24.20     0.00      0.00      0.00    24.20            All
000002 JAMISON, SARENA               24.20     0.00      0.00      0.00    24.20

                     306 23/05/2006  10.00     0.00      0.00      0.00    10.00      T     All
--------------------------------------------------------------------------------------------------------
-- <RTN>=next page, <any char>=exit
```

```
DBR.OUTSTANDING              Outstanding Debtors Report - Detailed Report      29 Dec 2015 15:49 Page  39
                                Effective Date 29/12/2015 for site "PH01"
--------------------------------------------------------------------------------------------------------
Name                                Total    0 - 30   31 - 60   61 - 90      90+  Pat Cat  Bill To
--------------------------------------------------------------------------------------------------------
B123456 MORRISON, SCOTT              39.55     0.00      0.00      0.00    39.55

                    1673 21/10/2015  19.95     0.00      0.00     19.95     0.00            All
G123 MCINERNEY, RAY                  19.95     0.00      0.00     19.95     0.00

                                 -----------------------------------------------------------
                        Total:  59919.14    668.64     53.40    226.19  58970.91
                                 -----------------------------------------------------------
```

7.4.   Invoice Report by Date Range (Excel exportable)

- The Invoice Report by Date Range report generates a report of all invoices for a date range in summary or detailed view.
- To generate the Outstanding Debtors Report, navigate to:
  Debtors → 3. Enquiries/Reports → 7.Invoice Report – Date Range
- In Field 1, enter the dispensing site, or press enter to skip field to run a report for all sites.
- In field 2, enter the start Date for the report
- In field 3, enter the End Date for the report
- In field 4/5/6, enter filters: ward code(s), clinic code(s) and/or patient category(s) respectively for the report
- In Field 7, enter <D> for detailed report or <S>ummary report.
- In Field 8, enter the export destination e.g. c:\pharmhos\reports
- Type 'F' at the Options line to print the report to a printer or to screen. OR
- Type 'E' at the Options line to export the report to the export destination.

```
┌─── Date Range - Debtors Report (2) ───┐
 1.Site...............: PH01
 2.From Date.........: 21/12/2015
 3.To Date...........: 04/01/2016

    --- Filters ---
 4.Ward Code(s).....  1
                      2

 5.Clinic Code(s)...  1
                      2

 6.Pat Category(s)..  1
                      2

 7.Detail / Summary...: D
 8.Export Destination.:

 Option.:_____
 <F>=file, <E>=export, <ESC>=exit, </D>=delete, <#>=field
```

Below is an example Invoice report by date range report in detailed mode:

```
DBR.DAILY                               Debtors Report -                    04 Jan 2016 13:55 Page  1
                          Date Range 21/12/2015 to 04/01/2016 for site PH01
-----------------------------------------------------------------------------------------------------
Invoice No.  U.R.    Date      Inv. Total     Rcpt. No(s).   Rcpt. Amt   Jrnl. Amt   Credit Amt   Total Amt
-----------------------------------------------------------------------------------------------------
    1740    10116   21/12/2015    5.00                         0.00        0.00        0.00        0.00

Daily Totals for  21/12/2015       5.00                        0.00        0.00        0.00        0.00

    1741    10116   22/12/2015   18.26                         0.00        0.00        0.00        0.00
    1742    10116   22/12/2015   18.26                         0.00        0.00        0.00        0.00

Daily Totals for  22/12/2015      36.52                        0.00        0.00        0.00        0.00

    1743    10116   23/12/2015    5.00                         0.00        0.00        0.00        0.00
    1744    10116   23/12/2015   18.26                         0.00        0.00        0.00        0.00

Daily Totals for  23/12/2015      23.26                        0.00        0.00        0.00        0.00

                            ------------              ------------ ------------ ------------ ------------
                   Total:       64.78                         0.00        0.00        0.00        0.00
                            ------------              ------------ ------------ ------------ ------------
Total Invoices for this report : 5
```

Below is an example Invoice report by date range report in summary mode:

```
DBR.DAILY                               Debtors Report -                    04 Jan 2016 13:59 Page  1
                          Date Range 21/12/2015 to 04/01/2016 for site PH01
-----------------------------------------------------------------------------------------------------
Invoice No.  U.R.    Date      Inv. Total     Rcpt. No(s).   Rcpt. Amt   Jrnl. Amt   Credit Amt   Total Amt
-----------------------------------------------------------------------------------------------------

Daily Totals for  21/12/2015       5.00                        0.00        0.00        0.00        0.00


Daily Totals for  22/12/2015      36.52                        0.00        0.00        0.00        0.00


Daily Totals for  23/12/2015      23.26                        0.00        0.00        0.00        0.00

                            ------------              ------------ ------------ ------------ ------------
                   Total:       64.78                         0.00        0.00        0.00        0.00
                            ------------              ------------ ------------ ------------ ------------



Total Invoices for this report : 5
```

7.5. Invoice Journal Report

- The Invoice Journal report generates a report for all 'journaled' invoices by journal type for a Date range in summary or detailed view.
- To generate the Invoice Journal Report, navigate to:

  Debtors → 3. Enquiries/Reports → 9.Cash Collection - Journal Report
- In Field 1, enter inventory site, or press enter to skip field to run a report for all sites.
- In field 2, enter the start Date for the report
- In field 3, enter the End Date for the report
- In Field 4, enter <D> for detailed report or <S>ummary report.
- In field 5/6, enter filters: ward code(s) and/or clinic code(s) for the report
- Type 'F' at the Options line to print the Invoice Journal Report to a printer or to screen.

```
———————— Cash Collection by Journal Type  (2) ————————

 1.Inventory Site.....: PH01


 2.Enter start date...: 01/01/2015
 3.Enter end date.....: 04/01/2016


 4.Detail or Summary..: D

   --- Filters ---
 5.Ward Code(s).....   1
                       2

 6.Clinic Code(s)...   1
                       2

Option.:_____
<F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

Below is an example Invoice Journal report in detailed mode:

```
DBR.CCF.JRNTYPE          Cash Collection By Journal Type - Detailed Items Report      04 Jan 2016 14:38 Page   1
                              Date from 01/01/2015 to 04/01/2016 for site PH01
----------------------------------------------------------------------------------------------------------------
Site   JournalType  JournalDescription  Date        Time    Inv Id  UrNo.    JournalNarrative      Line.Total WdClin
----------------------------------------------------------------------------------------------------------------
PH01                No Journal Type     08/01/2015  14:24   1273    123456   Reversal of I/F tran      15.85 CCU
PH01                No Journal Type     05/06/2015  10:34   1571    10037    Balance written off      -18.00 LMPWCC
                                                                                                   ----------
 Totals for  No Journal Type                                                                           -2.15
                                                                                                   ----------


PH01   2            Type 2              25/05/2015  13:29   1583    10092    LKLKSJLKJLKJDSALKJDA      20.00 TEST
                                                                                                   ----------
 Totals for 2 Type 2                                                                                   20.00
                                                                                                   ----------


PH01   T            Transferred to patie 10/08/2015 16:12   1467    10097    refund                    -4.00 MED
PH01   T            Transferred to patie 10/08/2015 16:16   1439    10097    refund                    40.00 MED
                                                                                                   ----------
 Totals for T Transferred to patient accounts]                                                         36.00
                                                                                                   ----------



Press Return to continue ..
```

```
                                                                                       =========
GRAND-TOTAL - 01/01/2015 to 04/01/2016                                                    53.85
                                                                                       =========
```

Below is an example Invoice Journal report in detailed mode:

```
DBR.CCF.JRNTYPE          Cash Collection By Journal Type - Summary Items Report      04 Jan 2016 14:41 Page   1
                                    Date from 01/01/2015 to 04/01/2016 for site PH01
-------------------------------------------------------------------------------------------------------------
                                                                                            Line.Total
-------------------------------------------------------------------------------------------------------------

                                                                                            ----------
Totals for  No Journal Type                                                                      -2.15
                                                                                            ----------


                                                                                            ----------
Totals for 2 Type 2                                                                             20.00
                                                                                            ----------


                                                                                            ----------
Totals for T Transferred to patient accounts]                                                  36.00
                                                                                            ----------


                                                                                            ==========
GRAND-TOTAL - Summary Items - 01/01/2015 to 04/01/2016                                          53.85
                                                                                            ==========
```

7.6.   Credited Invoices – Date Range

- The Credited Invoices Date Range report generates a report of 'credited' invoice items for a Date range.
- To generate the Credited Invoices Date Range Report, navigate to:
  Debtors → 3. Enquiries/Reports → 12. Credited Invoices Date Range
- In field 1, enter the start Date for the report
- In field 2, enter the End Date for the report
- In field 3, enter patient category(s) as a selection criteria
- Type 'F' at the Options line to print the Report to a printer or to screen.

```
──────── List of Credited Patient Invoices  (2) ────────
        Report of credited Invoices items for Date Range



  1.Enter start date...: 01/01/2015
  2.Enter end date.....: 04/01/2016

  3.Pat Category.....   1
                        2
                        3
                        4


 Option.:_____
 <F>=file, <ESC>=exit, <#>=field no
```

Below is an example Credited Invoices Date Range report:

```
DBR.REPLACE.INV              List of Transferred Invoices        04 Jan 2016 15:34 Page   1
                                Date from 01/01/2015 to 04/01/2016
-----------------------------------------------------------------------------------------------
NewInvoice    NewValue    InvDate OldInvoice    OldValue OldInvDate UR No.    PCat  Recent Narration
-----------------------------------------------------------------------------------------------
1570            9.47 12/01/2015 1568            9.47 12/01/2015 10037    D     Credited due to dispensing adjustment
1578           37.70 19/05/2015 1577           37.70 19/05/2015 10110    D     Credited due to dispensing adjustment
1586           37.70 26/05/2015 1585           37.70 26/05/2015 10097    D     Credited due to dispensing adjustment
1620           23.63 20/07/2015 1587           37.70 26/05/2015 012361   D     Credited due to dispensing adjustment
1598           37.70 27/05/2015 1597           37.70 27/05/2015 10103    D     Credited due to dispensing adjustment
1614           62.10 06/07/2015 1602            6.10 09/06/2015 10095    O     Credited due to dispensing adjustment
1605            6.10 10/06/2015 1604            6.10 10/06/2015 10037    O     Credited due to dispensing adjustment
1607            6.10 26/06/2015 1606            6.10 26/06/2015 10095    D     Credited due to dispensing adjustment
1610            6.10 26/06/2015 1609           37.70 26/06/2015 10103    D     Credited due to dispensing adjustment
1612            6.10 26/06/2015 1611           37.70 26/06/2015 10103    D     Credited due to dispensing adjustment
1678            5.40 04/11/2015 1675            5.40 23/10/2015 10037    D     Credited due to dispensing adjustment
1679            5.40 04/11/2015 1678            5.40 04/11/2015 10037    D     Credited due to dispensing adjustment
1716            5.40 17/12/2015 1715            5.40 17/12/2015 10037    D     Credited due to dispensing adjustment
```