

Sell at Cost Price Setup

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Summary

This sheet provides information on how to sell items at cost price for specific clients.

Details

To sell items at cost price, configuration is require in Code Entry and in the Reception screen.

Code Entry Configuration

A code must be configured to be sold at cost:

- a) **Open Code Entry** (Administration > Code Entry > Code Maintenance)
- b) **Select Code** (Open correct Treatment Type or "All Stock" then search or scroll)
- c) Select **Edit** button
- d) Select the **Pricing** page (3rd option on left)
- e) Select '**At Cost**' button
- f) Select **Save** button
- g) Repeat B to F for each code as required.

Client Configuration

A client must be configured to allow items with "At Cost" to be sold at cost to them:

- a) Open Reception
- b) Find and **Select Client**
- c) Select **Additional Info** tab
- d) Select **Modify** button
- e) Tick '**Allow Sell at Cost**' (under date of birth at the top)
- f) Select **Save**
- g) Repeat B-F for each client as required.

