

How to Enter POS Charges

Description

Use this function in the POS Entry tab to enter point-of-sale charges for Residents in your Community.

The system will:

-  Create a POS entry in the Resident's file

Step by Step

- 1** Navigate to the POS entry tab
- 2** Click **New**
- 3** Specify a **Community**
- 4** Specify an optional **Default Date**
- 5** Specify a **Resident**. You can type in the first three letters of the Resident's last name for quick access to Residents beginning with those letters.
- 6** Specify a **Product**. If your Community has defaulted prices entered into the system, the price will populate when a product is chosen.
- 7** Specify a **Date**
- 8** If the price shown does not match the price the Resident was charged, you may enter an override **Amount**
- 9** To continue entering charges for the specified Resident, you may leave the following **Resident** field blank. To enter a charge for a new Resident, specify the name of the new **Resident**.
- 10** Verify the data and click **Save**

Entering Point-Of-Sale Charges

▼ POS Entry

Default Date [

▼ POS Details

| Resident | Billing Code | Quantity / Default Price | Price Override | Date |
|--|--|------------------------------|------------------------------------|---|
| <input type="text" value="Adams, Dr. John - 706"/> | <input type="text" value="Hair Cut"/> | <input type="text"/> \$25.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="- None -"/> | <input type="text" value="Guest meal (Lunch)"/> | <input type="text"/> \$25.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="Campbell, Don -"/> | <input type="text" value="Foot Care"/> | <input type="text"/> \$25.00 | <input type="text" value="20.00"/> | <input type="text" value="1/6/2014"/> [1/13/2014] |
| <input type="text" value="- None -"/> | <input type="text" value="Guest meal (Lunch)"/> | <input type="text"/> \$25.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="Lee, Joyce - 998"/> | <input type="text" value="Guest meal (Lunch)"/> | <input type="text"/> \$25.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="Ohayon, Jack - 110"/> | RESIDENT 5 <input type="text" value="Hair Cut"/> | <input type="text"/> \$25.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="- None -"/> | <input type="text" value="."/> | <input type="text"/> \$0.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="- None -"/> | <input type="text" value="."/> | <input type="text"/> \$0.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="- None -"/> | <input type="text" value="."/> | <input type="text"/> \$0.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |
| <input type="text" value="- None -"/> | <input type="text" value="."/> | <input type="text"/> \$0.00 | <input type="text" value="0.00"/> | <input type="text"/> [1/13/2014] |