

# How to Enter POS Charges

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## Description

Use this function in the POS Entry tab to enter point-of-sale charges for Residents in your Community. You may use this function to enter charges that will appear on the Resident's invoice, as well as charges that have already been paid.

## To Enter Items to Appear on an Invoice:

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 an optional **Default Date**
- 4** Select a **Resident**. You can type in the first few letters of the Resident's last name for quick access to Residents beginning with those letters.
- 5** Select a **Billing Code**.
- 6** If the **Quantity** field is left blank, it will default to one (1). Otherwise, you may enter a quantity.
- 7** If your Community has defaulted prices entered into the system, the **Default Price** will populate when a billing code is chosen.
- 8** If the price shown does not match the price the Resident was charged, you may enter a **Price Override**
- 9** Specify a **Date** if it is different than the default date entered at the top
- 10** 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**.
- 11** Verify the data and click **Save**

**▼ POS Entry**

Default Date  [




Specify Payment Type if this will not be added to an account.

**▼ POS Details**


Resident	Billing Code	Quantity / Default Price	Price Override	Date
<input type="text" value="Adams, Michelle - 152"/>	<input type="text" value="Hair Cut"/>	<input type="text" value=""/> \$25.00	<input type="text" value="0.00"/>	<input type="text" value=""/> [5/7/2014]
<input type="text" value="- None -"/>	<input type="text" value="Foot Care"/>	<input type="text" value=""/> \$25.00	<input type="text" value="20.00"/>	<input type="text" value=""/> [5/7/2014]
<input type="text" value="Henderson, Harry - 154"/>	<input type="text" value="Guest meal (Lunch)"/>	<input type="text" value="2"/> \$25.00	<input type="text" value="10.00"/>	<input type="text" value=""/> [5/7/2014]
<input type="text" value="Davis, Danny - 157"/>	<input type="text" value="Salon"/>	<input type="text" value=""/> \$25.00	<input type="text" value="15.00"/>	<input type="text" value="5/5/2014"/> [5/7/2014]

## To Enter Items Which Have Already Been Paid:

The system will:

-  Create a POS entry in the Resident's file
-  Create and post an invoice for the charges
-  Apply the payments

## Step by Step

-  Note that this function can only be performed on a single Resident. If more than one Resident needs to be entered, complete the following steps and start over for the new Resident
- 1** Navigate to the POS entry tab
  - 2** Click **New**
  - 3** Specify an optional **Default Date**
  - 4** Select a **Payment Type** by which the payment was made
  - 5** Select a **Resident**. You can type in the first few letters of the Resident's last name for quick access to Residents beginning with those letters.
  - 6** Select a **Billing Code**.
  - 7** If the **Quantity** field is left blank, it will default to one (1). Otherwise, you may enter a quantity.
  - 8** If your Community has defaulted prices entered into the system, the **Default Price** will populate when a billing code is chosen.

- 9 If the price shown does not match the price the Resident was charged, you may enter a **Price Override**
- 10 Specify a **Date** if it is different than the default date entered at the top
- 11 To continue entering charges for the specified Resident, you may leave the following **Resident** field blank. Note that you will need to save and restart the process for a new Resident.
- 12 Verify the data and click **Save**

▼ POS Entry

Default Date  [

Specify Payment Type if this will not be added to an account.

▼ POS Details

Resident	Billing Code	Quantity / Default Price	Price Override	Date
<input type="text" value="Chen, Norman - 174"/>	<input type="text" value="Foot Care"/>	<input type="text"/> \$25.00	<input type="text" value="20.00"/>	<input type="text"/> [ <input type="text" value="5/7/2014"/>
<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"/> [ <input type="text" value="5/7/2014"/>