

Sell at Cost Price Setup

11/07/2025 11:13 am BST

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 required 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.
-