

Global Price Update

24/07/2025 1:20 pm BST

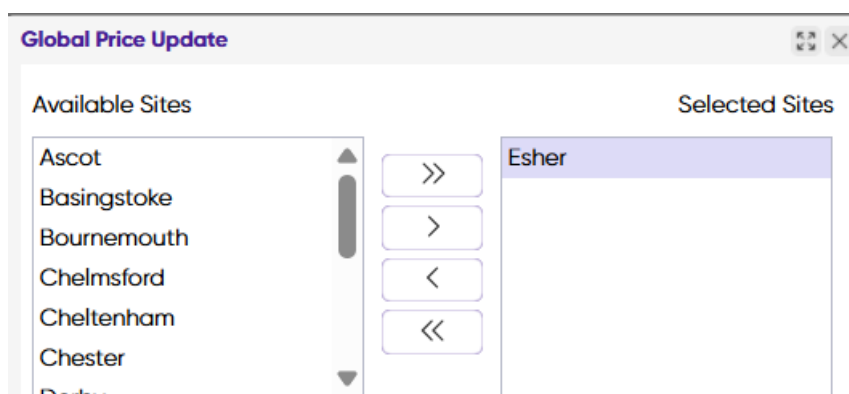
Summary

The Global Price Update function allows you to update unit prices, dispensing fees and mark ups for all sites.

Details

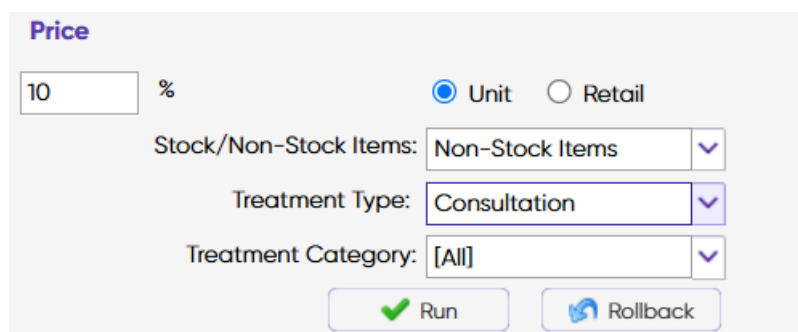
Accessing Global Price Update

1. From the top menu navigate to Administration > Pricing Utilities > Global Price Update.
2. The Global Price Update window will appear.
3. Select the sites you wish to apply the price update to (using the arrows provided).



Update Price

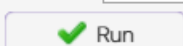
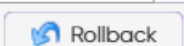
1. Insert the percentage value you wish to increase prices by.
2. Select if you are updating the Unit Prices or Retail Prices.
3. Use the Stock Items, Treatment Type and Treatment Category fields to filter the codes you wish to update.

A screenshot of the 'Price' update form. At the top, there is a text input field containing '10' followed by a '%' symbol. Below this are three radio buttons: 'Unit' (which is selected) and 'Retail'. Underneath the radio buttons are three dropdown menus: 'Stock/Non-Stock Items' with 'Non-Stock Items' selected, 'Treatment Type' with 'Consultation' selected, and 'Treatment Category' with '[All]' selected. At the bottom of the form are two buttons: a green 'Run' button with a checkmark icon and a 'Rollback' button with a circular arrow icon.

4. Select the Run button.
5. Confirm your update criteria or select No to cancel the update.
6. The prices will be updated as specified. To rollback the changes, select the 'Rollback' button.

Update Price Dispensing Fee %

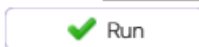
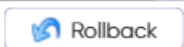
1. Insert the percentage value you wish to increase dispensing fees by.
2. Select if you are updating the Unit Prices or Retail Prices from the top of the table.
3. Use the Treatment Type and Treatment Category fields to filter the codes you wish to update.
4. Select the Run button.

Dispensing Fee
 % Treatment Type: 
Treatment Category: 
 Run  Rollback

5. Confirm your update criteria or select No to cancel the update.
6. The prices will be updated as specified. To rollback the changes, select the 'Rollback' button.

Update Mark up %

1. Insert the percentage value you wish to increase markup by.
2. Select if you are updating the Unit Prices or Retail Prices from the top of the table.
3. Use the Treatment Type and Treatment Category fields to filter the codes you wish to update.

Mark up
 % Treatment Type: 
Treatment Category: 
 Run  Rollback
 Exit

4. Select the Run button.
 5. Confirm your update criteria or select No to cancel the update.
 6. The prices will be updated as specified. To rollback the changes, select the 'Rollback' button.
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