Account Settings

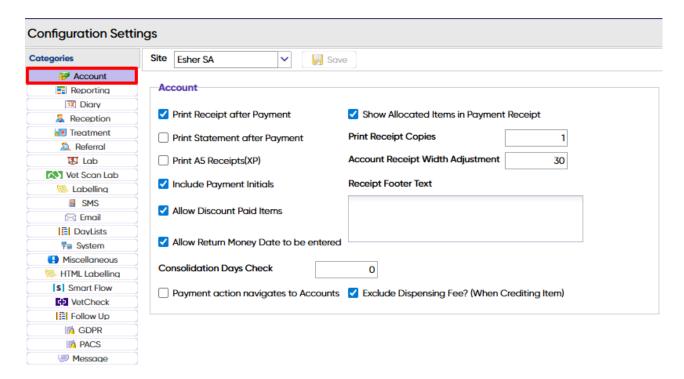## Summary

Account Settings can be accessed via: Administration > Settings and selecting the 'Account' category.

This page documents each setting.

Details

Print Receipt After Payment

Enabled = Forces the automatic printing of a receipt every time a payment is made.

Disabled = No action.

Print Statement after Payment

Enabled = Automatically generates statement for today when a payment is taken.

Disabled = No action.

Print A5 Receipts

Enabled = Prints receipt on laser printer.

Disabled = Prints receipt to receipt printer.

Include Payment Initials

Enabled = Initials are mandatory when taking payment.

Disabled = Intials are not mandatory when taking payment.

Allow Discount Paid Items

Enabled = Allows discounts to be applied to items with payments allocated.

Disabled = Restricts discounts to be applied to items with payments allocated.

Allow return money date to be entered

Enabled = Allows user to backdate the return on money.

Disabled = Restricts users from backdating the return on money.

Consolidation Date Check

Displays an information message on login if consolidation date is greater than value specified. Leave as 0 to disable.

Payment action navigates to Accounts

Enabled = Payments button navigates to Accounts > Payments screen.

Disabled = Payments button displays 'Quick Payment' window.

Show Allocated Items in Payment Receipt

Enabled = All items listed on the receipt will be the items the payment has been allocated to.

Disabled = The receipt will only show items for today's date.

Print Receipt Copies

By default, Merlin prints one copy of each receipt. Should the practice require every receipt to print in duplicate, set this value to 2.

Account Receipt Width Adjustment

This setting is configured by MWI Technology Installation engineers at the point of install. It controls the sizing of payment receipts.

Receipt Footer Text

Any text entered here will appear at the bottom of the payment receipt. This can be used to add additional information or promote health care plans/discount schemes.

Exclude Dispensing Fee? (When Crediting an item)

Enabled = Checkbox enabled by default when crediting an item.

Disabled = Checkbox disabled by default when crediting an item.