

Instructions for Employee free pair Glasses and BOGO's

- 1, Post Job to the ledger as normal
- 2, Go to the adjust command at the top of the screen

Service Material Credit Adjust Edit Delete Insert Print Salt Mult View Age Family Note Options Recalc Finance
 Search Tax Batch EHR Post

Patient: (A) Downs, Melanie L Resp: Downs, Melanie
 Plan: VSP Choice <2 CO-PAY> <Hold>06/26/12 Last Billed: I
 Loc-Acct #:L01 - 103469 Claim Validate Resp.Bal: 321.18 Ins.Bal: 0.00

POSTED	DOS	P	ACTIVITY	ID	LOC	DPT	AUX	C	#	AMOUNT	ADJUST	CREDIT	BALANCE
01/26/12	01/26/12		Opened Ledger										0.00
05/29/12	05/29/12	A	No Charge Office Visit	WEI	L01	OPT	SAY	*	1.0	0.00			0.00
07/19/12	07/19/12	A	Frame [WE2215--CO]	WEI	L97	OPT	MDO		1.0	132.00			132.00
07/19/12	07/19/12	A	Single Vision Lenses	WEI	L97	OPT	MDO		2.0	43.00			175.00
07/19/12	07/19/12	A	1.60 High-Index SV	WEI	L97	OPT	MDO		2.0	69.00			244.00
07/19/12	07/19/12	A	AR-Crizal Easy	WEI	L97	OPT	MDO		2.0	74.00			318.00
07/19/12	07/19/12	A	Sales Tax	WEI	L97	OPT			1.0	3.18			321.18

- 3, Put the amount of the glasses with tax in the adjust box, click ok

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 Loc-Acct #:L01 - 103469 Claim Validate Resp.Bal: 321.18 Ins.Bal: 0.00

POSTED	DOS	P	ACTIVITY	ID	LOC	DPT	AUX	C	#	AMOUNT	ADJUST	CREDIT	BALANCE
01/26/12	01/26/12		Opened Ledger										0.00
05/29/12	05/29/12	A	No Charge Office Visit	WEI	L01	OPT	SAY	*	1.0	0.00			0.00
07/19/12	07/19/12	A	Frame [WE2215--CO]	WEI	L97	OPT	MDO		1.0	132.00			132.00
07/19/12	07/19/12	A	Single Vision Lenses	WEI	L97	OPT	MDO		2.0	43.00			175.00
07/19/12	07/19/12	A	1.60 High-Index SV	WEI	L97	OPT	MDO		2.0	69.00			244.00
07/19/12	07/19/12	A	AR-Crizal Easy	WEI	L97	OPT	MDO		2.0	74.00			318.00
07/19/12	07/19/12	A	Sales Tax	WEI	L97	OPT			1.0	3.18			321.18

Credit Line Item Posting....
 Enter Amount: 321.18
 OK Cancel

- 4, Then post the adjustments (just like posting a payment)

Account Ledger - Downs, Melanie L [ACCT:103469] [EHR:103469]

Service Material Credit Adjust Edit Delete Insert Print Salt Mult View Age Family Note Options
 Recalc Finance Search Tax Batch EHR Post

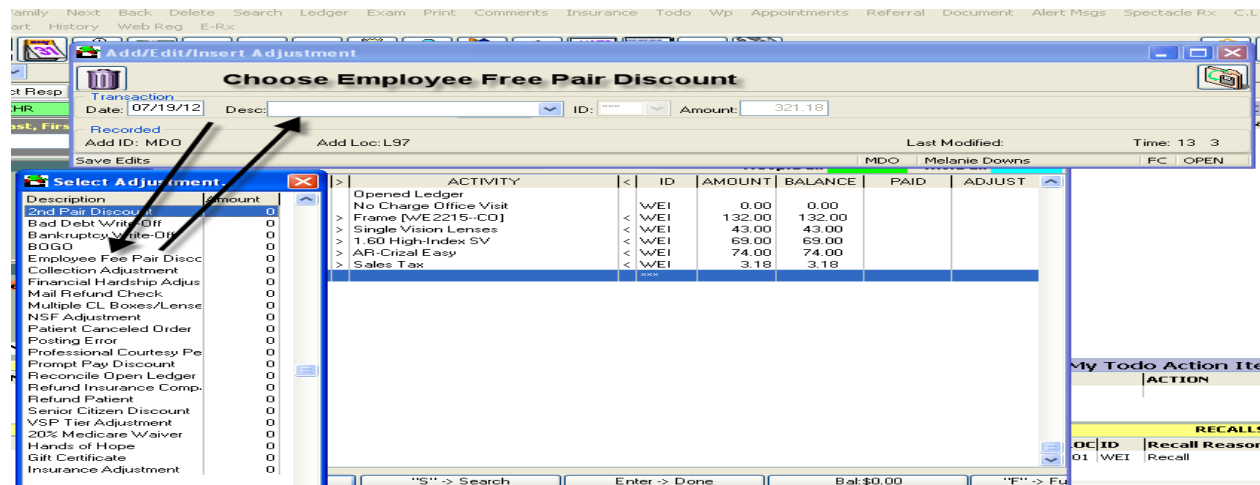
Patient: (A) Downs, Melanie L Resp: Downs, Melanie
 Plan: VSP Choice <2 CO-PAY> <Hold>05/26/12 Last Billed: I
 Loc-Acct #:L01 - 103469 Claim Validate Resp.Bal: 321.18 Ins.Bal: 0.00

POSTED	DOS	P	ACTIVITY	ID	AMOUNT	BALANCE	PAID	ADJUST
01/26/12	01/26/12		Opened Ledger					
05/29/12	05/29/12	A	No Charge Office Visit	WEI	0.00	0.00		
07/19/12	07/19/12	A	Frame [WE2215--CO]	WEI	132.00	132.00		
07/19/12	07/19/12	A	Single Vision Lenses	WEI	43.00	43.00		
07/19/12	07/19/12	A	1.60 High-Index SV	WEI	69.00	69.00		
07/19/12	07/19/12	A	AR-Crizal Easy	WEI	74.00	74.00		
07/19/12	07/19/12	A	Sales Tax	WEI	3.18	3.18		

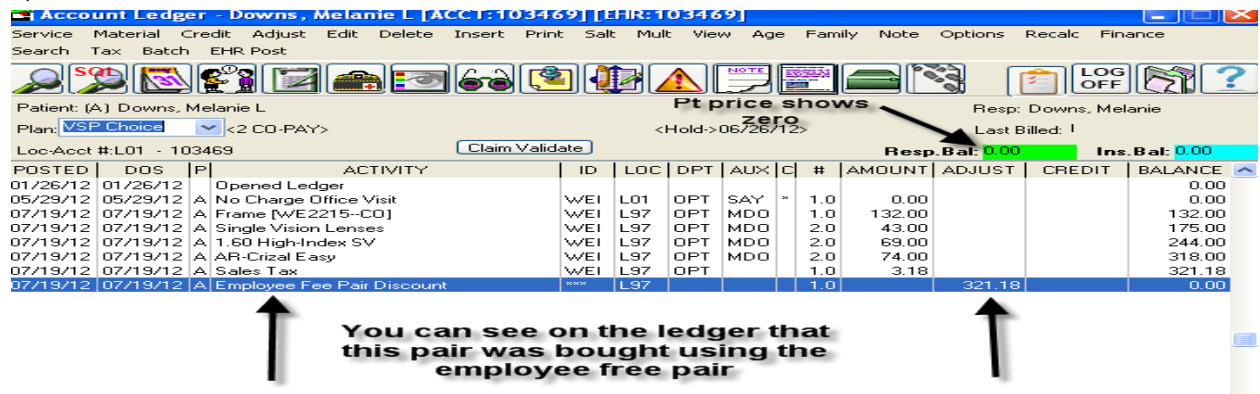
You are in a posting mode: You go line by line and post the adjustment (just like posting money)

Space Bar -> Select "S" -> Search Enter -> Done Bal:\$321.18 "F" -> Fu

- 5, Click yes to confirm completion
- 6, Choose the description—Employee free pair or BOGO



7, Save



This is the correct procedure everyone should be following. If you have questions please contact me and I will VNC into your computer to show you how.

Thanks;

Melanie Downs