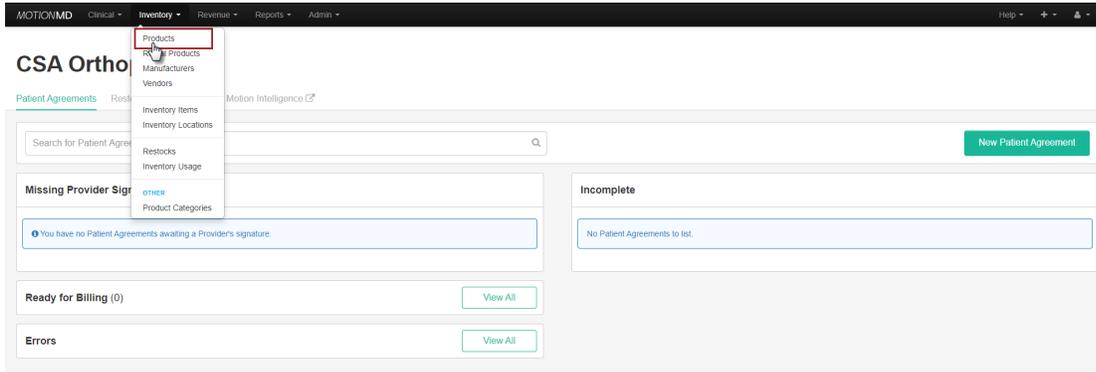


ADDING SALES PRICING TO A PRODUCT

The sales pricing, which includes Bill Charge and Patient Pricing, is set at the Product level. Users may adjust these levels as needed based on the roles assigned. Follow the steps outlined below to add sales prices to a product(s):

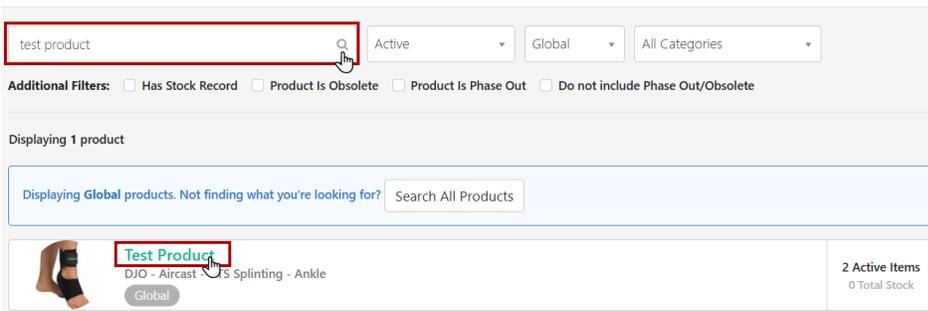
In the navigation bar, select **Inventory > Products** from the drop-down menu.



Use the Search box to type in the product name or SKU. Then select the product from the list returned.

Products New Product

1207 Active Products



Once the Product has been selected, the option to Edit Sales Price will be available under Product Details. Select Edit Sales Price to adjust the Bill Charge and Patient Price as needed and Save Changes.

Active

Test Product

