Cashier Program
User's Manual

1234567890
POWERED BY
VISUAL
MEDSYS
Kaiser - dela Cruz Consulting Inc.
CASHIER

MEDSYS
Kaiser - dela Cruz Consulting Incorporated

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TABLE OF CONTENTS

INTRODUCTION 4

Overview 4
Objectives 5
Features 5

GETTING STARTED 6

How to Start the Program 6
Changing of User's Password 7
How to End the Program 8

PROGRAM OPERATION 9

Cashier's Environment Setting 10
Payment Entry Form 12
Cash Transaction 13
Deposit Entry 17
Inpatient Bill Payment Entry 18
OPD Bill Payment Entry 19
Lump Sum Payment Entry 21
Company Payment Entry 22
OR Cancellation / Adjustment 23
Receipt Inquiry 24
Receipt Reprinting 25
Receipt Information Updating 26
Card Transaction Maintenance 27
Credit Memo 28
How to Adjust Items of Official Receipt Individually 29

PROCESS FLOW 30

How to set your OR Number 30

How to record Payments...31
How to cancel Official Receipt...32
How to issue a clearance slip...47
How to view the details of the Official receipt without reprinting.............................48
How to View all reports 50

Introduction

Overview

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CASHIER
1234567890

The **Cashier Program** is the software used by a **cashier** (is a person who rings up the goods or services that the costumer wishes to purchase). After all of the goods have been rung up, the cashier then collects payment for the goods or services exchanged and posts this payment to the cashier's program. It captures not only cash payment but also checks, credit cards, debit cards etc.

Like with other MEDSYS programs, this is connected to other departments especially to cost-centers where it derives mainly the patient data to process.

Objectives

- To increase staff production while reducing overtime
- To prepare collection reports fast, easy and accurate
- To provide business (financial) information to management and process
- To provide quality control monitoring and performance reports

Features

- Medsys Cashier program is tailored made according to specific hospital's policy, internal controls and standards
- Cashier program's interfacing features with different clinical modules help make the posting of payment fast, easy, efficient, completely traceable electronic process that saves time, reduces cost, minimizes effort and eliminates potential for error and pricing oversights.
- It serves as a tool in processing only paid clinical procedures for walk-in patients
- It processes monthly doctors utility and clinic rentals
- It keeps track of unpaid doctors utility and clinic rentals
- **Data-entry restriction** - Warning messages are flashed for possible invalid entries. This ensures all data inputted would be made useful for any transaction that may occur.
- **Password-protected** - The use of password is necessary to restrict unauthorized access. Thus the program only accepts passwords which are registered into it. This feature ensures the confidentiality and integrity of data entered in the program.
- **Auto-report generation** - The program is capable of generating reports and can be readily printed
- **User-friendly** - The program user is guided by instructions in doing the next step providing an easy-use to process transactions. Tool-tips are also incorporated to give users an idea of what a particular button does.

Getting Started

How to Start the Program

1 Click on **Cashier** program executable file icon located in your computer desktop.

2 The **Login window** will display asking you to type your **employee number** and **password** for security purposes.

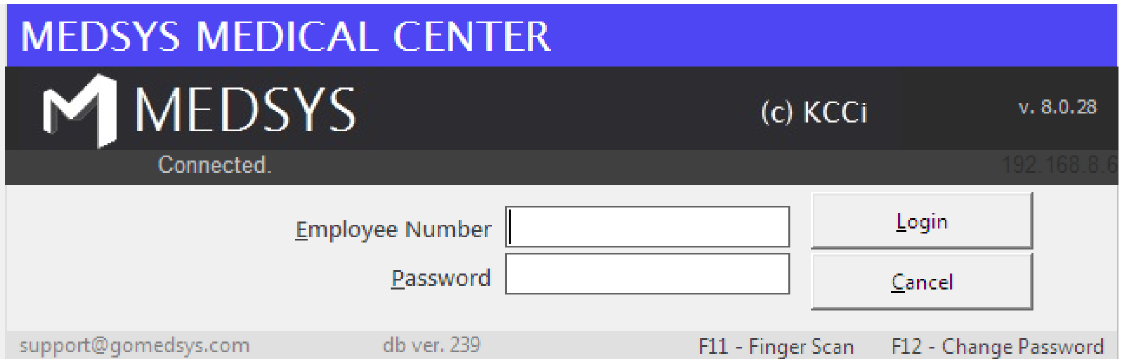

MEDSYS MEDICAL CENTER
MEDSYS
(c) KCCi
v. 8.0.28
Connected.
192.168.8.6
Employee Number
Password
Login
Cancel
support@gomedsys.com
db ver. 239
F11 - Finger Scan
F12 - Change Password

Figure 1: Login Window

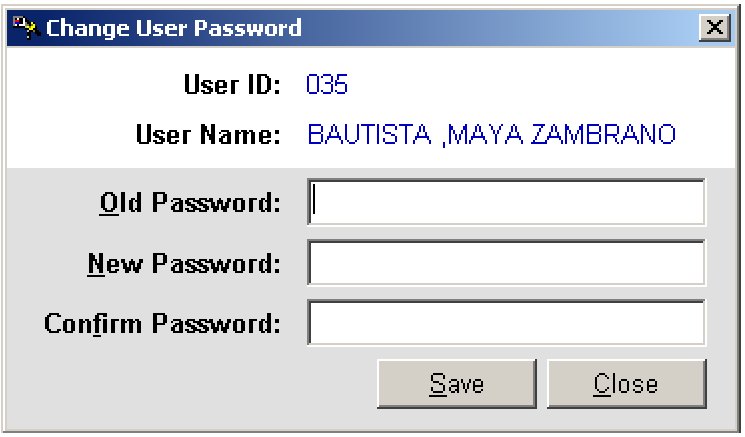
3 If the program has validated your employee number and password, the Cashier Setting Window will be displayed. This window serves as the data entry for principal O.R., collection date, remittance date and shift.

Changing of User’s Password

It is advisable to change your password frequently for security reasons. To change your current password, follow these steps.

1 From the Login window, type your employee number and then press <Enter>.

2 Under the password entry, press <F12> Pressing this function key will invoke the Change Password window.



Change User Password

User ID: 035

User Name: BAUTISTA ,MAYA ZAMBRANO

Change Password Window

3 Under the Change Password Window, type the following data.

- Old Password – Type your existing password
- New Password – Type your new password not exceeding to 15 characters
- Confirm Password – Retype your new password to confirm and then press <Enter> or you can click the Save button.

How to End the Program

It is important for users to close the program when they are done to end-up their session. Other users might use the open program using the same password.

To close the program:

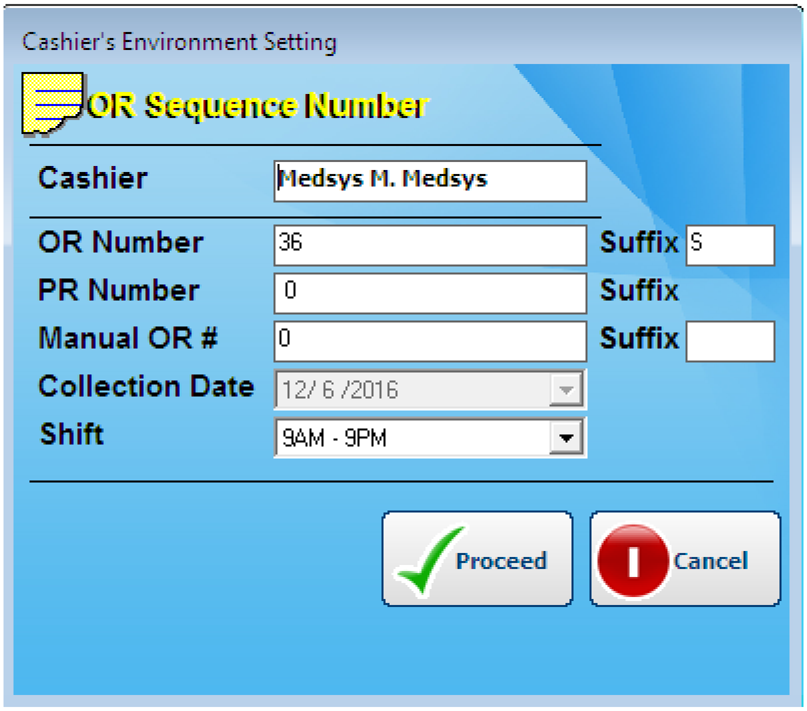
1 Click on ☒ at the upper right corner of the screen or

2 Click **File** > **Exit**.

Program Operation

Cashier's Environment Setting

Before starting, each cashier operates the eight-key pad of the keyboard to enter the cashier code assigned to him. Once accepted, the cashier's Environment Setting will appear.



Cashier: Medsys M. Medsys
OR Number: 36 Suffix: S
PR Number: 0 Suffix:
Manual OR #: 0 Suffix:
Collection Date: 12/ 6 /2016
Shift: 9AM - 9PM

The **Cashier's Setting** serves to identify the cashier using the Cashier system and to prevent use of same official receipt by someone other than the assigned cashier who has access to the same program.

1 Update the cashier's setting information and they are as follows:

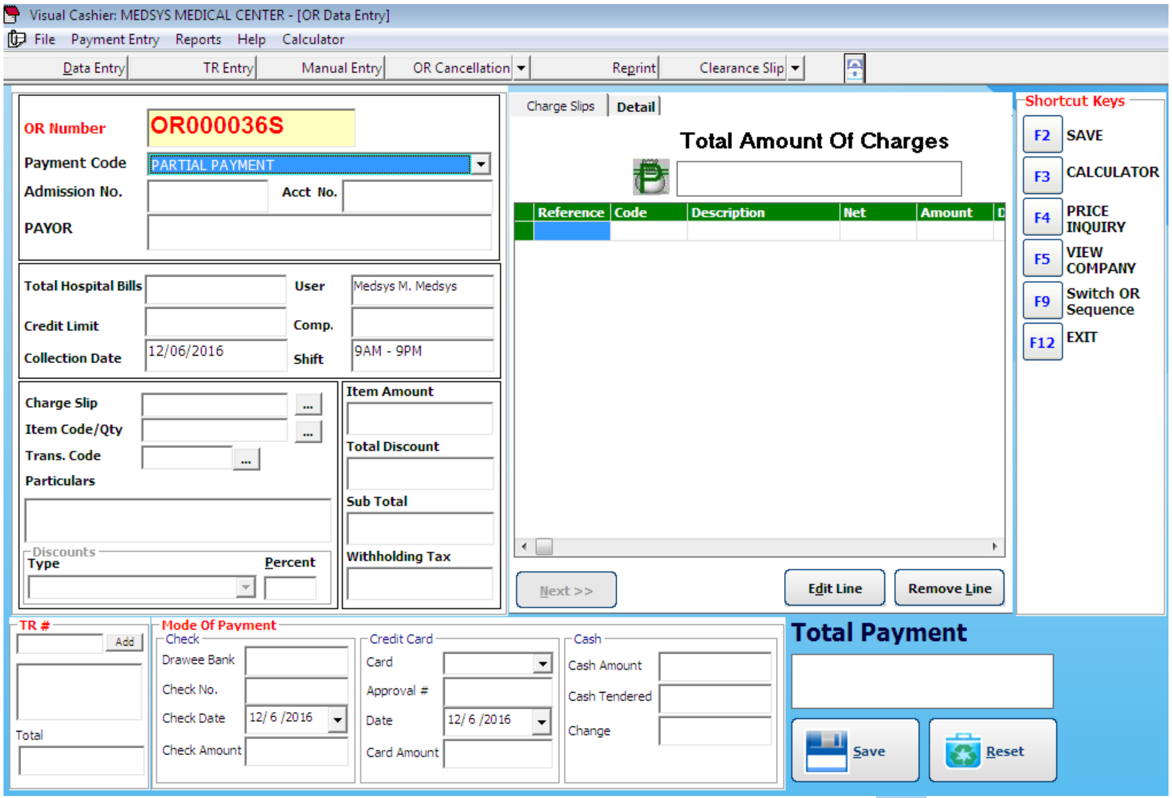
- **OR Number –** refers to the number on the official receipt loaded in the printer. The program compares the default starting Official receipt number already stored in the database. If the series to used is not the same, the cashier has to change the OR number in the setting and the program will validate for any duplicate or used series in the database. If, in this operation, the cashier code thus entered does not exist with one preset in the server, then the cashier can carry out a registering operation; however, if not, he cannot.

- **SHIFT –** refers to the working period of a cashier or group of cashiers that relieve another on a regular schedule. The EDP or supervisor assigns cashier shifts responsible for cashier's program. The purpose of the cashier's code (for every user/cashier) and SHIFT information is to identify the cashier who has carried out the registering operation on a given schedule and to monitor the sales of each cashier in case the hospital has multiple cashiers windows operating at the same time.
- **Collection Date –** it is also called cut-off date. If collection date is active or included in the cashier's reports, all payments/transactions will be reported not on the day they were posted but on the collection date. For this institution, the reports are based on transaction date.

2 Click on **Proceed** button to save the setting.

PAYMENT ENTRY FORM

Is the main transaction entry of this program.



Visual Cashier: MEDSYS MEDICAL CENTER - [OR Data Entry]

OR Number: OR000036S

Payment Code: PARTIAL PAYMENT

User: Medsys M. Medsys

Collection Date: 12/06/2016

Shift: 9AM - 9PM

Check Date: 12/ 6 /2016

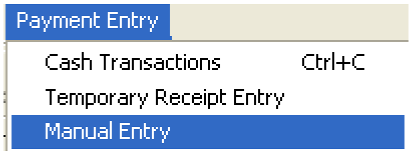
Date: 12/ 6 /2016

File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Admission No.
Acct No.
PAYOR
Total Hospital Bills
Credit Limit
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Total Amount Of Charges
Reference
Code
Description
Net
Amount
Next >>
Edit Line
Remove Line
Shortcut Keys
F2 SAVE
F3 CALCULATOR
F4 PRICE INQUIRY
F5 VIEW COMPANY
F9 Switch OR Sequence
F12 EXIT
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Amount
Credit Card
Card
Approval #
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

If the above form is not appearing on your screen, click on data entry toolbar button or press **Ctrl + C** if no other window is loaded to open it. To ensure that your current setting is correct, check the OR number appearing on the screen and compare it with the pre-printed OR number loaded in the printer.

It captures all types of payments such deposit, payment, company, lump sum payment and others.

There are **3 types of Payment Entry Form**

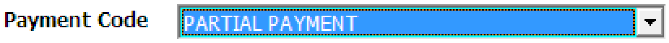


Payment Entry
Cash Transactions Ctrl+C
Temporary Receipt Entry
Manual Entry

1. **Cash Data** Entry form or On-Line entry form using Hospital's Official receipt number
2. **Temporary Receipt Entry** form using Hospital Provisional Receipt and no printing of receipt
3. **Manual Entry** form is similar to Cash Transaction using Hospital's official receipt number but the entries made will not be printed (no printing of official receipt)

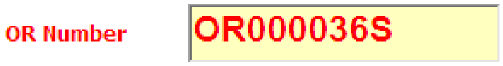
Cash Transaction

A *transaction* that is settled with *cash* on the same day as the trade.



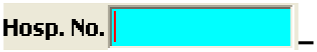
Payment Code PARTIAL PAYMENT

Press Enter or click twice to select the Cash Transaction and fill up the following data:

1 

OR Number OR000036S

– The default OR number is taken from the Cashier's Environment Setting of the cashier who accessed this program. The program will automatically increment after saving the transaction.

2 

Hosp. No.

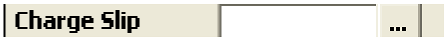
– For clinical assessed procedure(s), if patient has confinement or consultation record within the hospital, cashier may type in the hospital number if available. This will greatly help in the faster retrieval of patient's results and consolidation of his/her medical records.

3

PAYOR

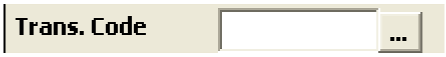
– one that pays, the person by whom a bill or note has been and this person's name will be printed on the official receipt.

It is advisable to enter the full name following the format: last name, first name, middle initial for reference. In this field also, you may type the charge slip number if the charge slip is a computerized one. The program will automatically display the amount to be paid by the patient.

4 

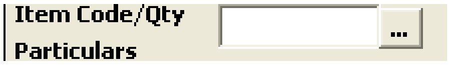
Charge Slip

-type the charge slip number then press <Enter>.The program will automatically display the amount to be paid by the patient if it is a computerized one. For inpatient's bill payment, **HB** is used as its charge slip. If professional fee is to be paid under inpatient's bill payment, used **MD** as its charge slip.

5 

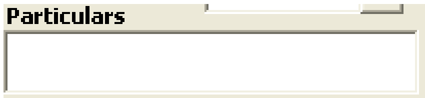
Trans. Code

-type the transaction code or revenue code of the charged item and then press <Enter>. You can press <Enter> or <F1> if it is still blank to display the complete list of revenue codes. To select, double click on the name of the code

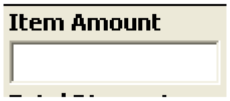
6 

Item Code/Qty Particulars

Type the specific item code if available or press <Enter> or <F1> if it is still blank to display the complete list of items included in the revenue code. To select, double click on the name of the code.

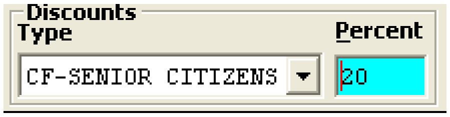


7 item description will automatically displayed by the program in reference with the entered transaction and item codes. Data written here will be printed on the official receipt.



8 it refers to the amount/rate corresponding to the item code posted

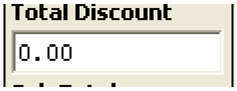
For manual entry, supply the amount related to the charged item. If with computerized charge slip or assessment slip, the amount per item will automatically be displayed.



Type CF-SENIOR CITIZENS

Percent 20

9 **–** Leave the discount type blank if with patient will not avail the discount or select from the drop down list of the different type of discounts then press enter to select. If the discount type has a built in percentage then it will automatically displayed in the percent column if none, then supply the rate.



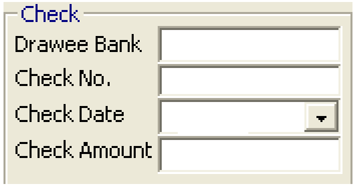
Total Discount 0.00

10 If with discount type, the total discount per item expects the user to accept the computed discount amount or overwrite it then press enter to confirm.

11 Click the Next >> button for another charge slip entry or go to mode of payment if no more charges to process.

12 Mode of Payment – it means by which a payment is made, such as cash, check, or credit card.

- **Check** is a negotiable instrument instructing a financial institution to pay a specific amount of a specific currency from a specified demand account held in the maker/depositor's name with that institution.



Fill up the following:

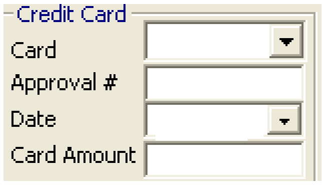
> Drawee Bank– Type the name of the bank

> Check No. – type the check number

> Check Date – type the check's date of issuance.

> Amount

- **Credit Card** is part of a system of payments named after the small plastic card issued to users of the system. The issuer of the card grants a line of credit to the consumer (or the user) from which the user can borrow money for payment to a merchant or as a cash advance to the user



Fill up the following:

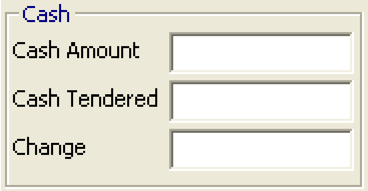
> Card – click on the arrow down to display lists of credit card companies.

> Approval number

> Date

> Card Amount

- **Cash** refers to money in the physical form of currency, such as banknotes and coins.



.

> Total Amount – this is the total amount of charges to be paid by the patient

> Cash Tendered – Type the cash amount received from the patient

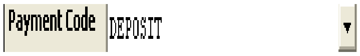
> Change – this is the cash amount as change to be given back to the patient

13 Choose the **Save** button to complete the process. The official receipt form will be displayed afterwards. Click on 🖨 to print official receipt.

Select **Reset** if you wish to cancel all entries made on the screen without saving the data posted

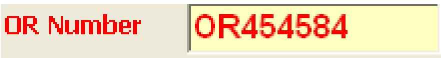
Deposit Entry

A transaction type wherein advance payment for the confinement or treatment of patient in Hospital is recorded and updates the patient's billing record.



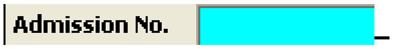
Payment Code DEPOSIT

Press Enter or click twice to select the Deposit Option and fill up the following data:



OR Number OR454584

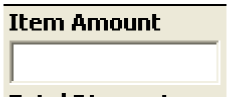
1 **–** The default OR number is taken from the Cashier's Environment Setting of the cashier who accessed this program. The program will automatically increment after saving the transaction.



Admission No.

2 – Admission number is the 10 digit number assigned to a patient per confinement or consultation in the hospital. This number is generated at the admitting or Outpatient department upon patient's registration in the computer.

If you know the patient's admission number, just type the admission number and then press <Enter>. Or type the patient's last name and then press <Enter>. Matches will be displayed. Double click the name of the patient from the list having the correct admission number. The program will automatically display the payor's name



Item Amount

3 it refers to the deposit amount. The default amount will be the outstanding balance of patient but you may overwrite it based on the actual amount given by patient as deposit.

4 Mode of Payment – it means by which a payment is made, such as cash, check, or credit card. (refer to page 13 for the instruction on **Mode of Payment** entry)

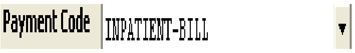
5 Choose the **Save** button to complete the process. This will save the deposit entry.

The official receipt form will be displayed afterwards. Click on 🖨 to print official receipt.

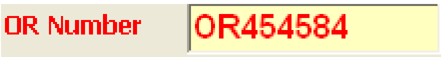
Select **Reset** if you wish to cancel all entries made on the screen without saving the data posted

Inpatient-Bill

Payment for inpatient bill refers to the settlement of charges incurred of the patient admitted in the hospital and stays overnight or for an indeterminate time, usually several days or weeks. Direct application of payment to patient's previous inpatient accounts (Receivables) is recorded in this option.


Payment Code INPATIENT-BILL

Click on the drop-down arrow to display options Press Enter or click twice to select the Inpatient-Bill and fill up the following data:

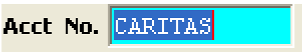

OR Number OR454584

1 – The default OR number is taken from the Cashier's Environment Setting of the cashier who accessed this program. The program will automatically increment after saving the transaction.

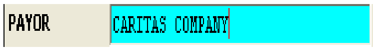
Admission No.

2 – Admission number is the 10 digit number assigned to a patient per confinement in the hospital. This number is generated at the admitting department upon patient's registration in the computer.

If you know the patient's admission number, just type the admission number and then press <Enter>. Or type the patient's last name and then press <Enter>. Matches will bedisplayed. Double click the name of the patient from the list having the correct admission number. The program will automatically display the payor's name


Acct No. CARITAS

3 – The account number will automatically appear after typing the admission number.


PAYOR CARITAS COMPANY

4 - the **company** or **person** by whom a bill or note has been and this person's name will be printed on the official receipt. It is advisable to enter the full name following the format: last name, first name, middle initial if the person is other than the patient.

Charge Slip

5 -type **HB** to identify that the payment is for the hospital bill. If professional fee is to be paid, use **MD**.

Particulars

6 item description will automatically displayed by the program in reference with number 5. You may overwrite the particular/description that will be printed on the Official receipt.

7 **Item Amount** it refers to the amount received by the cashier. The default amount will be the outstanding Receivable balance of patient but you may overwrite it based on the actual amount given.

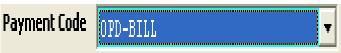
8 **Mode of Payment –** it means by which a payment is made, such as cash, check, or credit card. (refer to page 13 for the instruction on **Mode of Payment** entry)

9 **Choose** the Save button to complete the process. This will save the transactions posted. The official receipt form will be displayed afterwards. Click on 🖨 to print official receipt.

Select Reset if you wish to cancel all entries made on the screen without saving the data posted

OPD-Bill

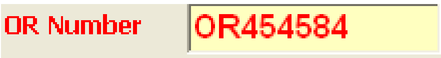
Payment for OPD (Outpatient) bill refers to the settlement of charges incurred of the patient who is not hospitalized overnight but who visits the hospital or associated facility for diagnosis or treatment. Direct application of payment to patient’s previous outpatient accounts (Receivables) is recorded in this option.



Payment Code OPD-BILL

Click on the drop-down arrow to display options Press Enter or click twice to select the OPD-Bill and fill up the following data:

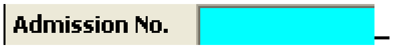
1



OR Number OR454584

– The default OR number is taken from the Cashier’s Environment Setting of the cashier who accessed this program. The program will automatically increment after saving the transaction.

2

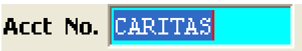


Admission No.

– Admission number is the 10 digit number assigned to a patient per consultation in the hospital. This number is generated at the ER or Outpatient department upon patient’s registration in the computer.

If you know the patient’s admission number, just type the admission number and then press <Enter>. Or type the patient’s last name and then press <Enter>. Matches will bedisplayed. Double click the name of the patient from the list having the correct admission number. The program will automatically display the payor’s name

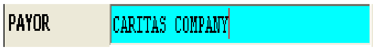
3



Acct No. CARITAS

– The account number will automatically appear after typing the admission number.

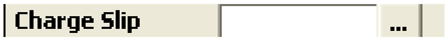
4



PAYOR CARITAS COMPANY

- the **company** or **person** by whom a bill or note has been and this person’s name will be printed on the official receipt. It is advisable to enter the full name following the format: last name, first name, middle initial if the person is other than the patient.

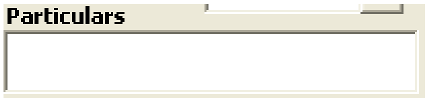
5



Charge Slip

-type **HB** to identify that the payment is for the hospital bill. If professional fee is to be paid, use **MD**.

6



Particulars

item description will automatically displayed by the program in reference with number 5. You may overwrite the particular/description that will be printed on the Official receipt.

Item Amount

7 it refers to the amount received by the cashier. The default amount will be the outstanding Receivable balance of patient but you may overwrite it based on the actual amount given.

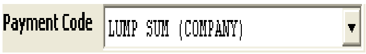
8 Mode of Payment – it means by which a payment is made, such as cash, check, or credit card. (refer to page 13 for the instruction on **Mode of Payment** entry)

9 Choose the **Save** button to complete the process. This will save the transactions posted. The official receipt form will be displayed afterwards. Click on 🖨 to print official receipt.

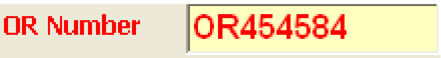
Select **Reset** if you wish to cancel all entries made on the screen without saving the data posted

Lump Sum

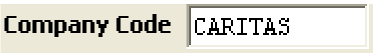
It is a one-time payment of money from company, hmo or individual with multiple outstanding account balances in the hospital. The amount will be allocated or applied to the different inpatient and/or outpatient receivables.


Payment Code LUMP SUM (COMPANY)

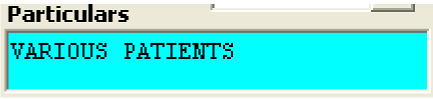
Click on the drop-down arrow to display options. Press Enter or click twice to select the Lump Sum and fill up the following data:


OR Number OR454584

1 – The default OR number is taken from the Cashier's Environment Setting of the cashier who accessed this program. The program will automatically increment after saving the transaction.


Company Code CARITAS

2 – Type the account code where the payment was received and then press <Enter>. You can press <Enter> or <F1> if it is still blank to display the complete list of account codes. To select, double click on the account name.


Particulars VARIOUS PATIENTS

3 Various patients will be the default particular. You may overwrite the particular/description that will be printed on the Official receipt.

Item Amount

4 it refers to the amount received by the cashier.

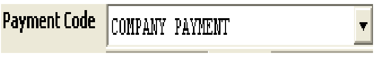
5 Mode of Payment – it means by which a payment is made, such as cash, check, or credit card. (refer to page 13 for the instruction on **Mode of Payment** entry)

6 Choose the **Save** button to complete the process. This will save the transactions posted. The official receipt form will be displayed afterwards. Click on 🖨 to print official receipt.

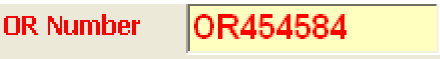
Select **Reset** if you wish to cancel all entries made on the screen without saving the data posted

Company Payment

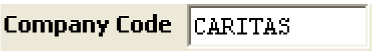
The concept of this payment code is the combination of Inpatient/OPD bill payment and lump sum. For Inpatient or OPD bill payment, the amount received came from an individual and directly applying the amount paid to his/her specific confinement/consultation account while for company payment, the money came from an institution (Company / HMO etc) directly applying to patient's receivable account. It is similar to lump sum because the payor or the name that will appear on the receipt is the institution's name and not the patient's name.


Payment Code COMPANY PAYMENT

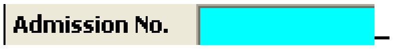
Click on the drop-down arrow to display options. Press Enter or click twice to select the Lump Sum and fill up the following data:

1 
OR Number OR454584

– The default OR number is taken from the Cashier's Environment Setting of the cashier who accessed this program. The program will automatically increment after saving the transaction.

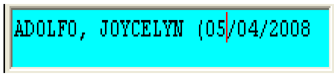
2 
Company Code CARITAS

– Type the account code where the payment was received and then press <Enter>. You can press <Enter> or <F1> if it is still blank to display the complete list of account codes. To select, double click on the account name.

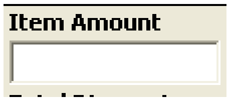
3 
Admission No.

– Admission number is the 10 digit number assigned to a patient per consultation in the hospital. This number is generated at the ER or Outpatient department upon patient's registration in the computer.

If you know the patient's admission number, just type the admission number and then press <Enter>. Or type the patient's last name and then press <Enter>. Matches will bedisplayed. Double click the name of the patient from the list having the correct admission number. The program will automatically display the payor's name

4 
ADOLFO, JOYCELYN (05/04/2008

patient name, confinement and admission number will be the default particular that will be printed on the Official receipt.

5 
Item Amount

it refers to the amount received by the cashier.

6 Mode of Payment – it means by which a payment is made, such as cash, check, or credit card. (refer to page 13 for the instruction on **Mode of Payment** entry)

7 Choose the Save button to complete the process. This will save the transactions posted. The official receipt form will be displayed afterwards. Click on 🖨 to print official receipt.

Select Reset if you wish to cancel all entries made on the screen without saving the data posted

O.R. Cancellation / Adjustment

This option allows you to make correction or modification on the previously entered payment details to reflect actual conditions. This process is done due to some unavoidable situations like withdrawing the patient's procedure in which payment was already saved. Unlike in adjustment, you can still reuse the receipt. This also happens when wrong discount type was entered or wrong account code for a particular item was saved.

NOTE:

To cancel or adjust receipt, the date of collection when the transaction occurred should be the same with the user's current date.

1 Click on Cancel/Adjust 🗑 toolbar button.

2 The O.R. Cancellation / Adjustment window will be displayed.

3 Enter the O.R. # you want to adjust or cancel. If the OR number is found, the program will automatically display its details.

4 The following button options can be click from

- **Cancel O.R**. – when this is clicked, it will cancel the receipt
- **Adjust** – when this is clicked, it will adjust the receipt.
- **Close** – when this is clicked, it will close the O.R. Cancellation/Adjustment window

Receipt Inquiry

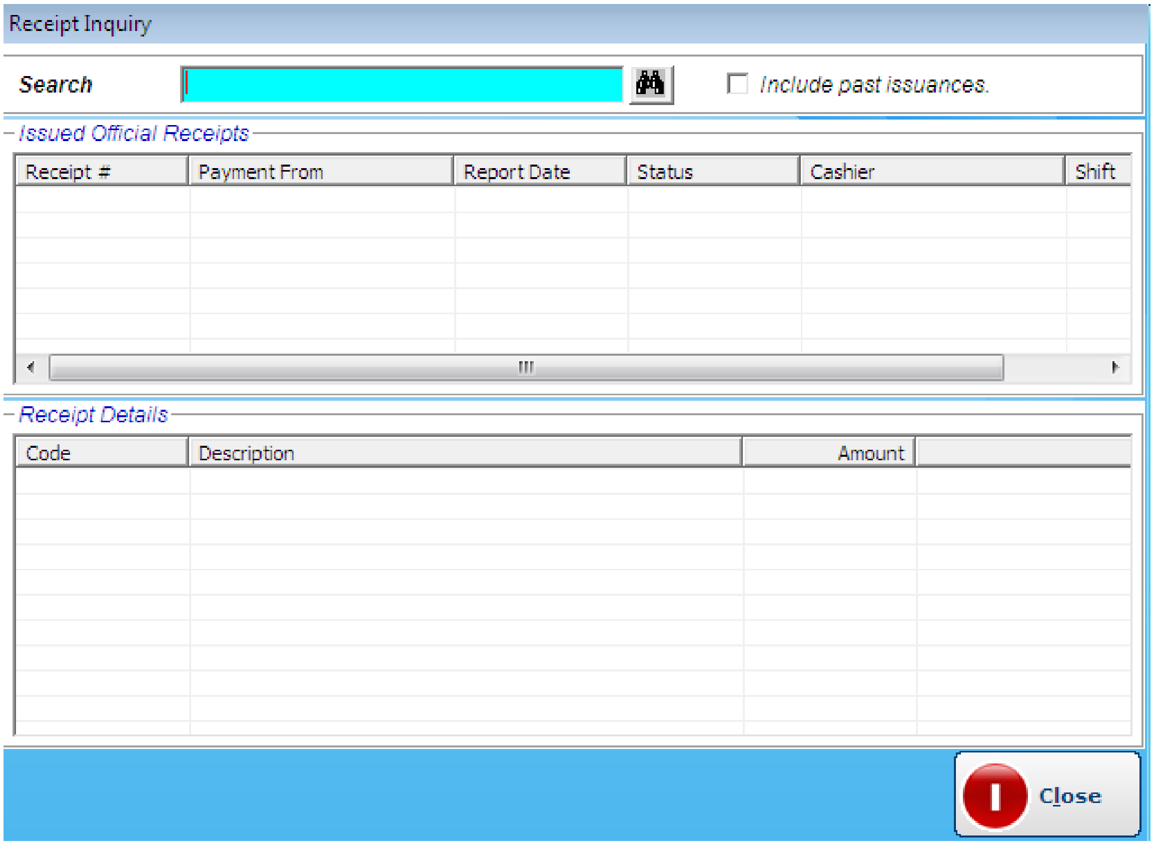
This option allows you to know the details of a particular issued Official Receipt number.

1 Click on File and then click Receipt Inquiry button to open the window

2 In the Inquiry window, type the receipt number or payor's first name/last name/ middle name and then press <Enter>. Matches of the query will be displayed under the **issued official receipts.** The following data are displayed.

- Receipt #
- Payor's name
- Report Date
- Status
- Cashier
- Shift

NOTE: To inquire receipts from past transactions, you must click the check box beside **Include Past Issuances.**


Receipt Inquiry
Search
☐ Include past issuances.
Issued Official Receipts
Receipt #
Payment From
Report Date
Status
Cashier
Shift
Receipt Details
Code
Description
Amount
Close

Inquiry Window

3 Double click the row where the receipt is aligned. The details of the receipt are displayed on the **Receipt Details.** The following data can be viewed

- Code
- Description
- Amount

4 Close – click this to close the Inquiry window

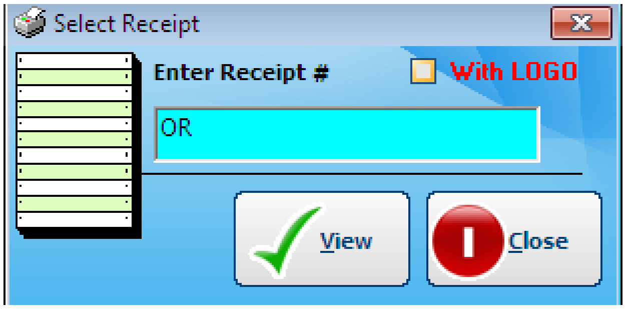
Receipt Reprinting

This option lets the user reprint the receipt that was already saved by the user.

1 Click on Reprint 🖨 Reprint toolbar button

2 In the Receipt entry window, type the receipt number and then click on view button.

3 The printable receipt form will be displayed. Click on 🖨 to print



Enter Receipt # OR

☐ With LOGO

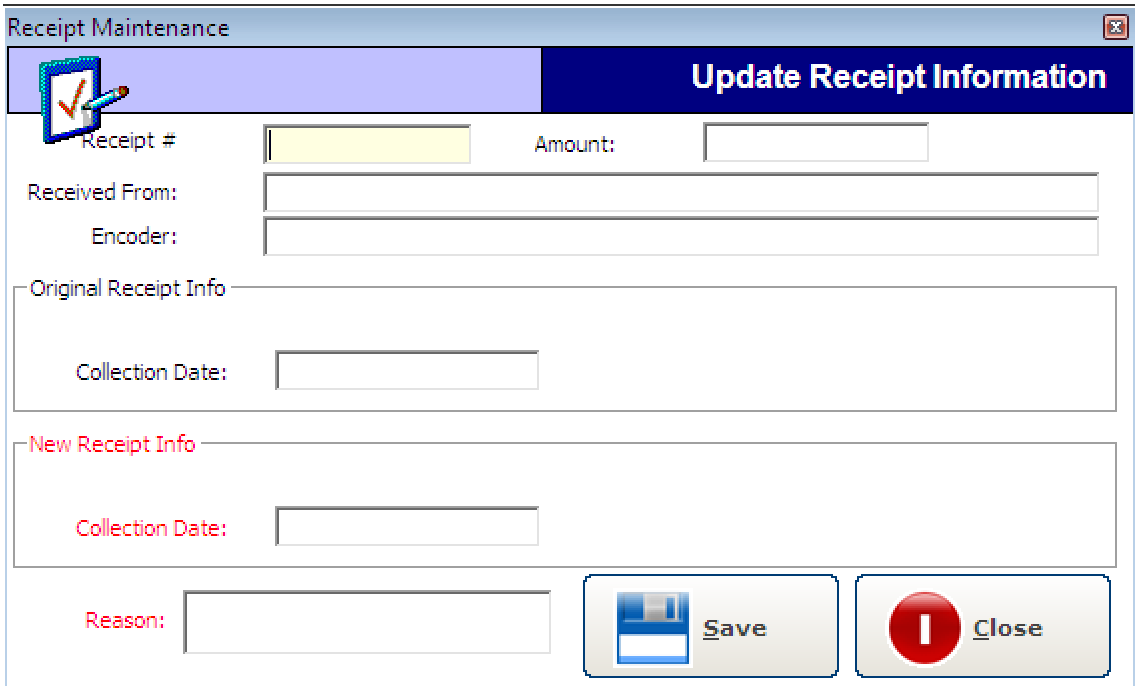
Receipt Reprinting

Receipt Information Updating

To correct wrong entry of receipts entered in a particular principal O.R., the program provides this option to change the old principal O.R. info into a new one.

1 Click **File > Receipt Info Update**

2 Its window will be displayed. Type the receipt number and then press <Enter>. If found, the original receipt information will be displayed.


Receipt Maintenance
Update Receipt Information
Receipt #
Amount:
Received From:
Encoder:
Original Receipt Info
Collection Date:
New Receipt Info
Collection Date:
Reason:
Save
Close

3 Under the **New Receipt Info,** type the new principal O.R. of the receipt.

4 The following button options can

be clicked from.

- Save Changes – click this to save the changes entered
- Ignore Changes – click this to disregard the changes entered
- Close – this will close the window

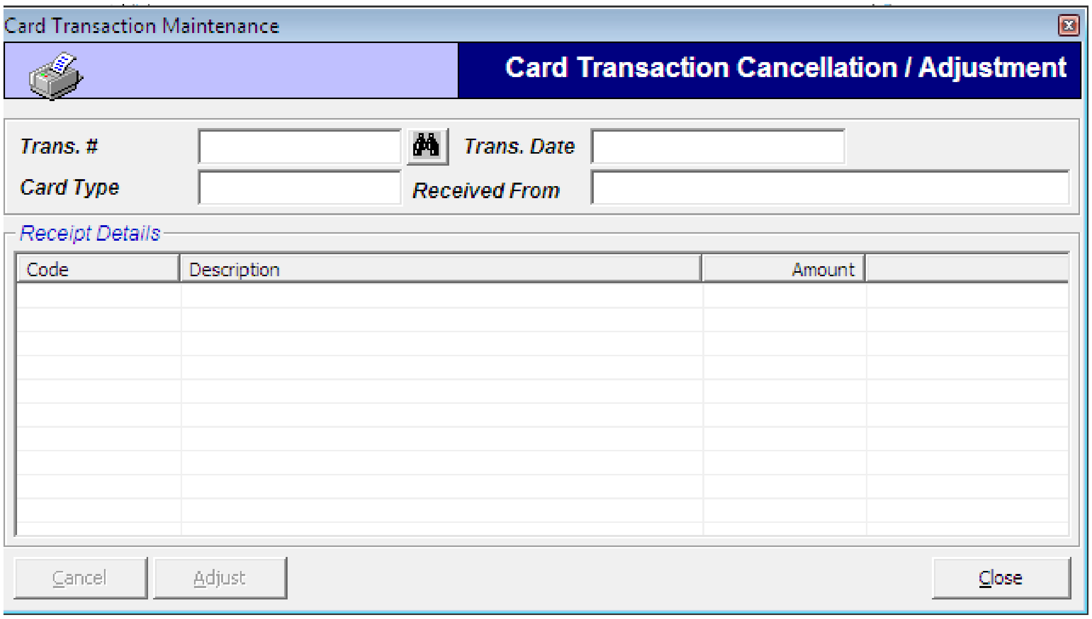
Card Transaction Maintenance

This option lets user to maintain the accuracy of credit card transactions. This can cancel and adjust saved credit card of current and past transactions.

1 Click **File > Card Transaction Maintenance**

2 Its window will be displayed. Enter the following datum

Trans # - type the transaction number and then press <Enter>. Once the number is found, its details will be displayed on the Receipt Details. Data displayed are code, description and amount.


Card Transaction Maintenance
Card Transaction Cancellation / Adjustment
Trans. #
Trans. Date
Card Type
Received From
Receipt Details
Code
Description
Amount
Cancel
Adjust
Close

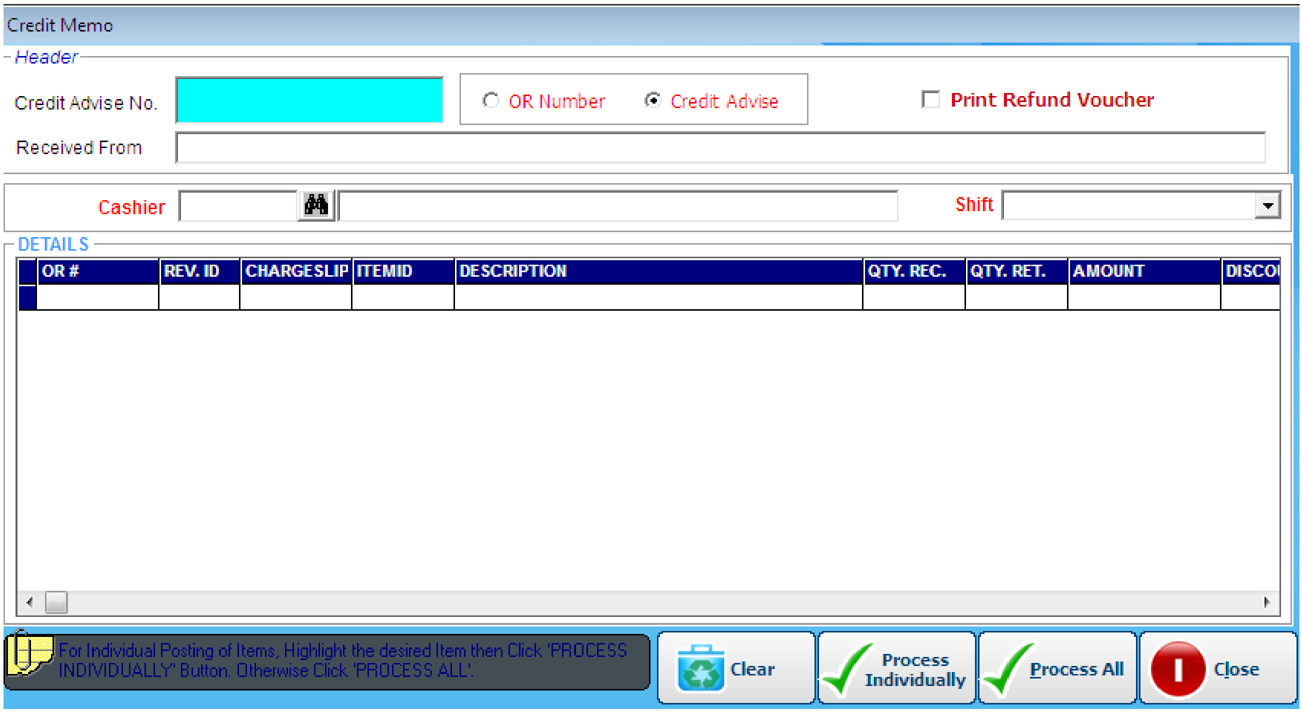
3 The following button options can be clicked from

- Cancel – this will cancel the entered credit card transaction. Cancellation implies that the entered credit card transaction number will be considered void.
- Adjust – this will adjust the entered credit card transaction. Adjustment implies that the changes will be made from the entered credit card transaction number
- Close – this will close the window

Credit Memo

A **Credit Memo** (short for "credit memorandum") is a commercial document issued by a seller to a buyer, listing the products, quantities and agreed prices for products or services the seller provided the buyer, but the buyer did not receive or returned. It may be issued in the case of damaged goods, errors or allowances. In respect of the previously issued invoice, a Credit Memo will reduce or eliminate the amount the buyer has to pay.

This option allows the cashier to process returns of items that is already paid. To do this, go to File then CREDIT MEMO, this will load a sample window below.


Credit Memo
Header
Credit Advise No.
Received From
Cashier
Shift
DETAILS
OR #
REV. ID
CHARGESLIP
ITEMID
DESCRIPTION
QTY. REC.
QTY. RET.
AMOUNT
DISCO
Clear
Process Individually
Process All
Close

○ OR Number ● Credit Advise

☐ Print Refund Voucher

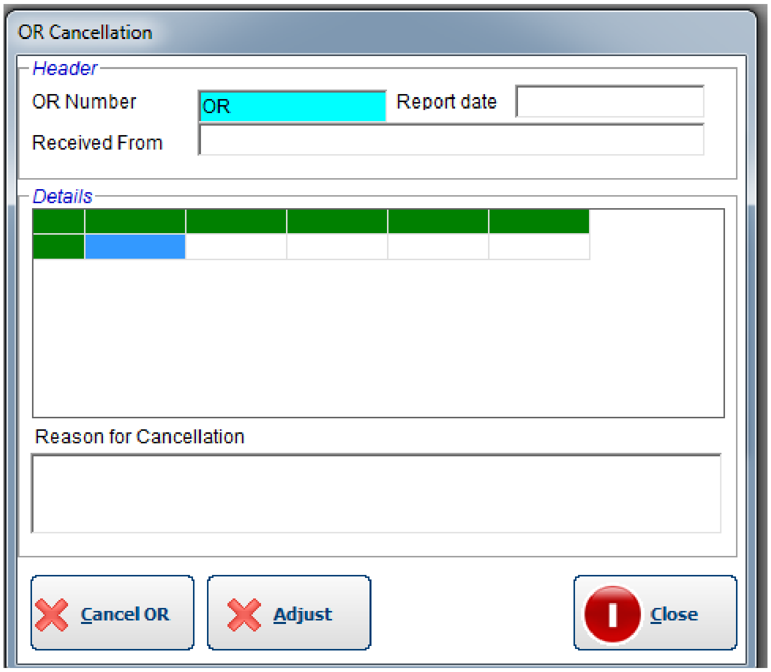
For Individual Posting of Items, Highlight the desired Item then Click 'PROCESS INDIVIDUALLY' Button. Otherwise Click 'PROCESS ALL'.

Enter the Credit Advise Number generated by the department and it will load the item(s) to be returned. Click on *Process Individually* button or *Process All* button to process transactions. Click on Close button to go out from this option.

Click the box beside ***Print Refund Voucher*** if the item to be process is a refund or the cash will be given back to the patient.

How to Adjust Items of Official Receipt Individually

This option allows the user to cancel a specific item in the issued official receipt incase wrong item is posted or included. To do this, click the arrow down in the OR Cancellation button to load a sample window below.


OR Cancellation
Header
Details
Reason for Cancellation
Cancel OR
Adjust
Close

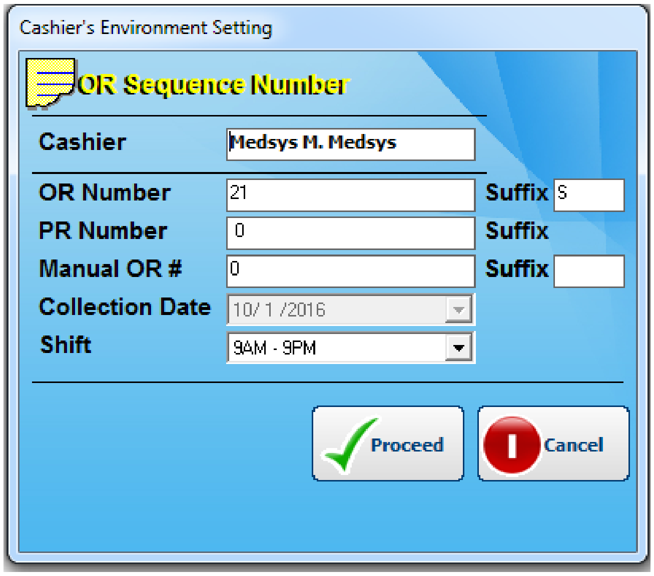
OR Number: OR
Report date:
Received From:

List of items of the OR entered will be displayed. Tag the item to be adjusted / removed then click on Adjust Tagged Items button to totally remove the item from the Official Receipt or click on Close button to go out from this option.

PROCESS FLOW

• How to set your OR #, Shift?

Step 1: Set your OR # in the OR Number field. Select your Shift before doing transactions. Then click PROCEED button



Cashier's Environment Setting

OR Sequence Number

Cashier: Medsys M. Medsys

OR Number: 21 Suffix: S

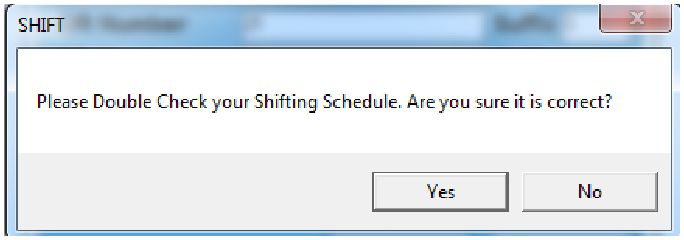
PR Number: 0 Suffix:

Manual OR #: 0 Suffix:

Collection Date: 10/ 1 /2016

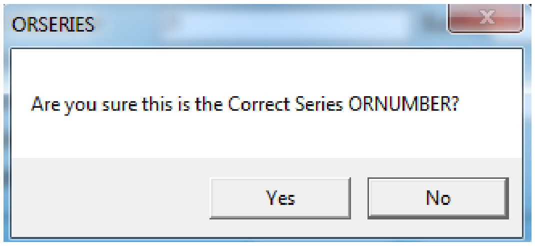
Shift: 9AM - 9PM

Step 2: confirmation windows will be displayed to double check your shift and OR # before proceeding.



SHIFT

Please Double Check your Shifting Schedule. Are you sure it is correct?



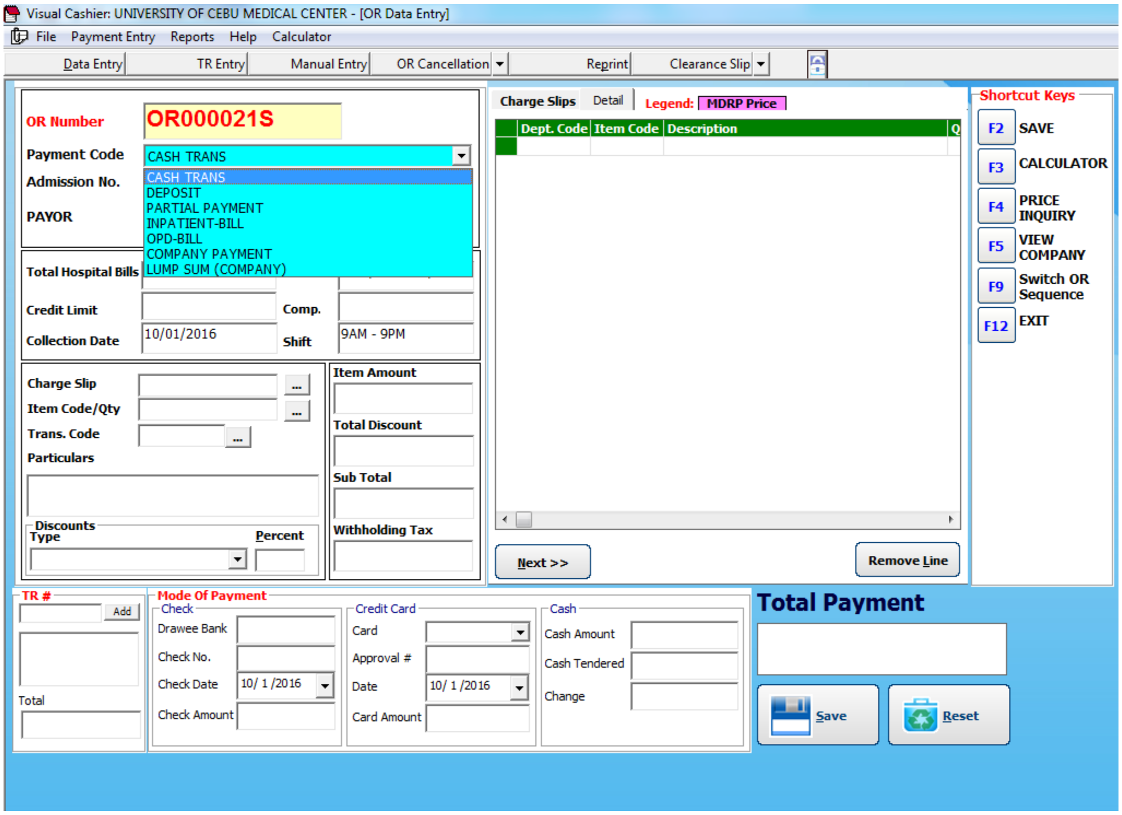
ORSERIES

Are you sure this is the Correct Series ORNUMBER?

• How to record payments?

Step 1 : Before doing any transactions, double check your OR#. If it's correct, proceed to PAYMENT CODE.

CASH TRANSACTIONS – Use this for Single Assessment slips only.
DEPOSIT – Use this if the patient is required to pay first before the procedure
PARTIAL PAYMENT – Use this if the patient exceeds on their Hospital bill and needs to give partial payments first
INPATIENT BILL – Use this if the patient's bill is already final and ready for discharge.
OPD BILL – Use this if the patient's bill is already final
COMPANY PAYMENT – Use this if there's a payment from the company and the check only contains 1(single) patient
LUMP SUM COMPANY – Use this for PHILHEALTH / Company Payments and if the check contains various patients


Visual Cashier: UNIVERSITY OF CEBU MEDICAL CENTER - [OR Data Entry]
File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Admission No.
PAYOR
Total Hospital Bills
Credit Limit
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Legend:
MDRP Price
Dept. Code
Item Code
Description
Next >>
Remove Line
Shortcut Keys
F2 SAVE
F3 CALCULATOR
F4 PRICE INQUIRY
F5 VIEW COMPANY
F9 Switch OR Sequence
F12 EXIT
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Date
Check Amount
Credit Card
Card
Approval #
Date
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

OR Number: OR000021S
Payment Code: CASH TRANS

CASH TRANS
DEPOSIT
PARTIAL PAYMENT
INPATIENT-BILL
OPD-BILL
COMPANY PAYMENT
LUMP SUM (COMPANY)

Collection Date: 10/01/2016
Shift: 9AM - 9PM
Check Date: 10/ 1 /2016
Date: 10/ 1 /2016

CASH TRANSACTION PROCESS

Step 1 : Select CASH TRANS in Payment code.

PAYOR – *You can freely type the name of the patient or enter the Assessment Slip # to auto generate the items under that Assessment slip #.*
CHARGESLIP – *Confirm the Assessment Slip # of the patient*
Item Code – *This will display the revenue code of the item / exam charged to the patient*
Transcode – *this will display the code of the item / exam charged to the patient*
Particulars – *Complete exam name or description of the item charged to the patient*
Discount Types – *Select from the drop down if there's a discount to be less on the total assessments of the patient*
Percent – *the % of the discount to be less*
Item Amount – *the unit price of the exam*
Total discount – *computed amount of discount*

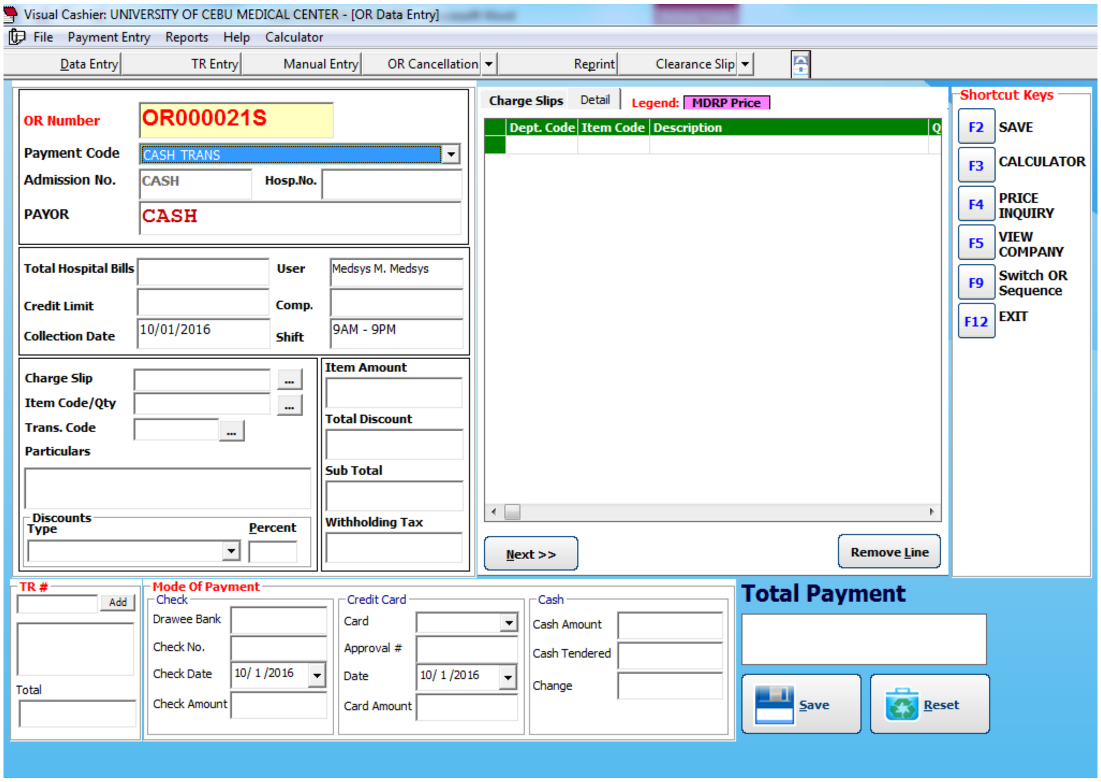
Step 2 :Press ENTER after you reached the MODE OF PAYMENT. You can choose via Check, Credit Card, Cash.

CASH MODE OF PAYMENT :

CASH AMOUNT – *total amount to be deposited*
CASH TENDERED – *amount given by the patient*
CHANGE – *this will be automatically compute once you enter the cash tendered*

CREDIT CARD MODE OF PAYMENT
CARD – *Choose from the drop down and select the Card being used by the patient*
Approval # - *the approval # printed on the receipt from the Credit card printer*
Date – *Approval date*
CARD AMOUNT – *amount to be deposited*

CHECK MODE OF PAYMENT
DRAWEE BANK – *the name of the bank (based from the check)*
CHECKNO – *the check# printed on the check*
CHECKDATE – *the issued date f the check*
CHECKAMOUNT – *amount to be deposited*
Step 3 :Then click SAVE button.



Visual Cashier: UNIVERSITY OF CEBU MEDICAL CENTER - [OR Data Entry]

OR Number: OR000021S
Payment Code: CASH TRANS
Admission No.: CASH
PAYOR: CASH
User: Medsys M. Medsys
Collection Date: 10/01/2016
Shift: 9AM - 9PM
Check Date: 10/ 1 /2016
Date: 10/ 1 /2016

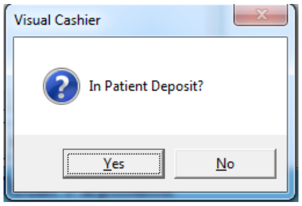
File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Hosp.No.
Total Hospital Bills
Credit Limit
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Legend:
MDRP Price
Dept. Code
Item Code
Description
Next >>
Remove Line
Shortcut Keys
F2 SAVE
F3 CALCULATOR
F4 PRICE INQUIRY
F5 VIEW COMPANY
F9 Switch OR Sequence
F12 EXIT
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Date
Check Amount
Credit Card
Card
Approval #
Date
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

DEPOSIT TRANSACTION PROCESS

Step 1 : Select DEPOSIT in Payment code.

ADMISSION # *– Enter here the encounter # or admission # or the last name of the patient and press ENTER. If you enter the last name of the patient, you need to choose between YES or NO . Then select for the name of the patient*

YES – *Inpatient deposit*
OUT – *Outpatient deposit*



In Patient Deposit?

Item Amount –*the total amount to be deposited*

Step 2 : Press ENTER after you reached the MODE OF PAYMENT. You can choose via Check, Credit Card, Cash.

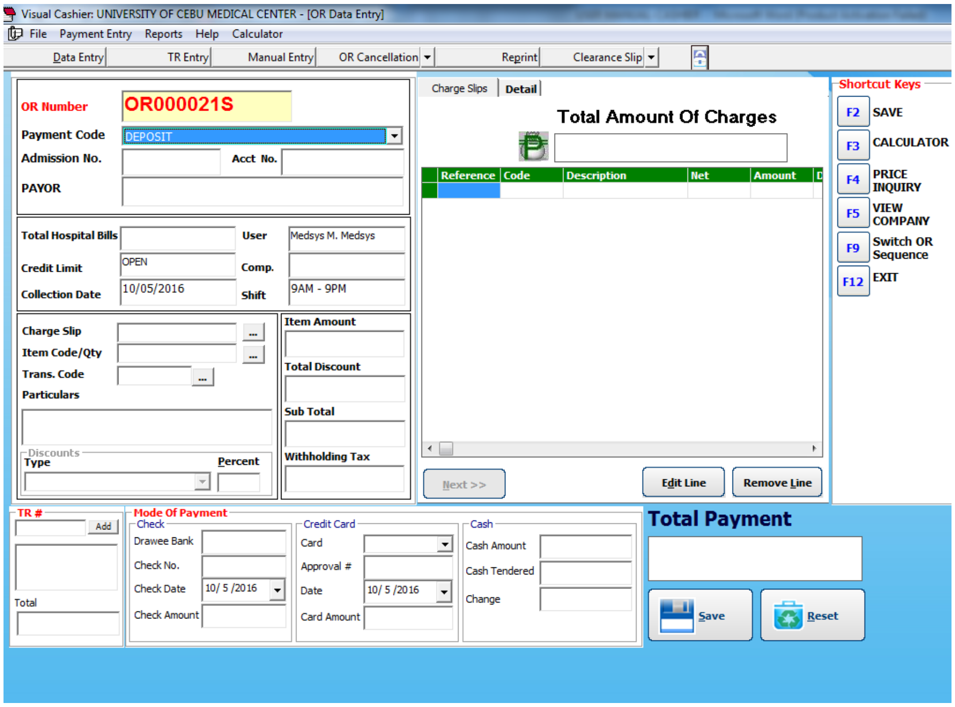
CASH MODE OF PAYMENT :

CASH AMOUNT – *total amount to be deposited*
CASH TENDERED – *amount given by the patient*
CHANGE – *this will be automatically compute once you enter the cash tendered*

CREDIT CARD MODE OF PAYMENT
CARD – *Choose from the drop down and select the Card being used by the patient*
Approval # - *the approval # printed on the receipt from the Credit card printer*
Date – *Approval date*
CARD AMOUNT – *amount to be deposited*

CHECK MODE OF PAYMENT
DRAWEE BANK – *the name of the bank (based from the check)*
CHECKNO – *the check# printed on the check*
CHECKDATE – *the issued date f the check*
CHECKAMOUNT – *amount to be deposited*

Step 3 : Then click SAVE button.



OR Number: OR000021S

Payment Code: DEPOSIT

User: Medsys M. Medsys

Credit Limit: OPEN

Collection Date: 10/05/2016

Shift: 9AM - 9PM

Check Date: 10/ 5 /2016

Date: 10/ 5 /2016

Shortcut Keys

- F2 SAVE
- F3 CALCULATOR
- F4 PRICE INQUIRY
- F5 VIEW COMPANY
- F9 Switch OR Sequence
- F12 EXIT

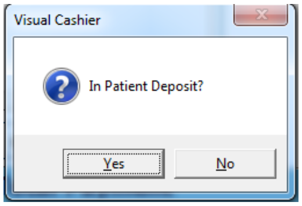
Visual Cashier: UNIVERSITY OF CEBU MEDICAL CENTER - [OR Data Entry]
File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Admission No.
Acct No.
PAYOR
Total Hospital Bills
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Total Amount Of Charges
Reference
Code
Description
Net
Amount
Next >>
Edit Line
Remove Line
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Amount
Credit Card
Card
Approval #
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

PARTIAL PAYMENT TRANSACTION PROCESS

Step 1 : Select PARTIAL PAYMENT in Payment code.

ADMISSION # *– Enter here the encounter # or admission # or the last name of the patient and press ENTER. If you enter the last name of the patient, you need to choose between YES or NO . Then select for the name of the patient*

YES – *Inpatient deposit*
OUT – *Outpatient deposit*



In Patient Deposit?

Item Amount – *the total amount to be paid as partial*

Step 2 : Press ENTER after you reached the MODE OF PAYMENT. You can choose via Check, Credit Card, Cash.

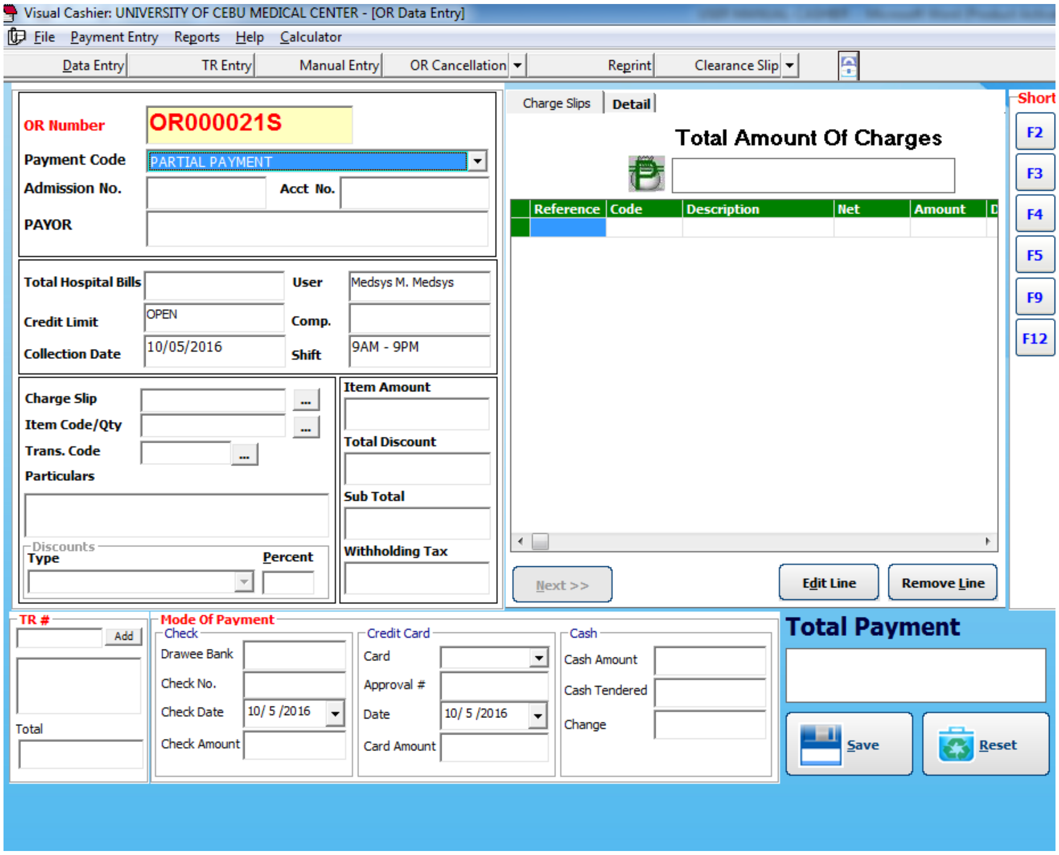
CASH MODE OF PAYMENT :

CASH AMOUNT – *total amount to be paid as partial*
CASH TENDERED – *amount given by the patient*
CHANGE – *this will be automatically compute once you enter the cash tendered*

CREDIT CARD MODE OF PAYMENT
CARD – *Choose from the drop down and select the Card being used by the patient*
Approval # - *the approval # printed on the receipt from the Credit card printer*
Date – *Approval date*
CARD AMOUNT – *amount to be paid as partial*

CHECK MODE OF PAYMENT
DRAWEE BANK – *the name of the bank (based from the check)*
CHECKNO – *the check# printed on the check*
CHECKDATE – *the issued date f the check*
CHECKAMOUNT – *amount to be paid as partial*

Step 3 : Then click SAVE button.


Visual Cashier: UNIVERSITY OF CEBU MEDICAL CENTER - [OR Data Entry]

OR Number: OR000021S

Payment Code: PARTIAL PAYMENT

User: Medsys M. Medsys

Credit Limit: OPEN

Collection Date: 10/05/2016

Shift: 9AM - 9PM

Check Date: 10/ 5 /2016

Date: 10/ 5 /2016

File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Admission No.
Acct No.
PAYOR
Total Hospital Bills
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Total Amount Of Charges
Reference
Code
Description
Net
Amount
Next >>
Edit Line
Remove Line
Short
F2
F3
F4
F5
F9
F12
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Amount
Credit Card
Card
Approval #
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

INPATIENT BILL TRANSACTION PROCESS

Step 1 : Select INPATIENT BILL in Payment code.

ADMISSION #**–** *Enter here the encounter # or admission # or the last name of the patient and press ENTER. Then select for the name of the patient*
CHARGESLIPS
***** for Hospital Bills, enter HB***
ITEM AMOUNT – *the total amount of HOSPITAL BILLS*
**** ***for Professional fees, enter MD.*** *Then select the doctor to be paid*
ITEM AMOUNT *– total PF Fee amount*

Step 2 : Press ENTER after you reached the MODE OF PAYMENT. You can choose via Check, Credit Card, Cash.

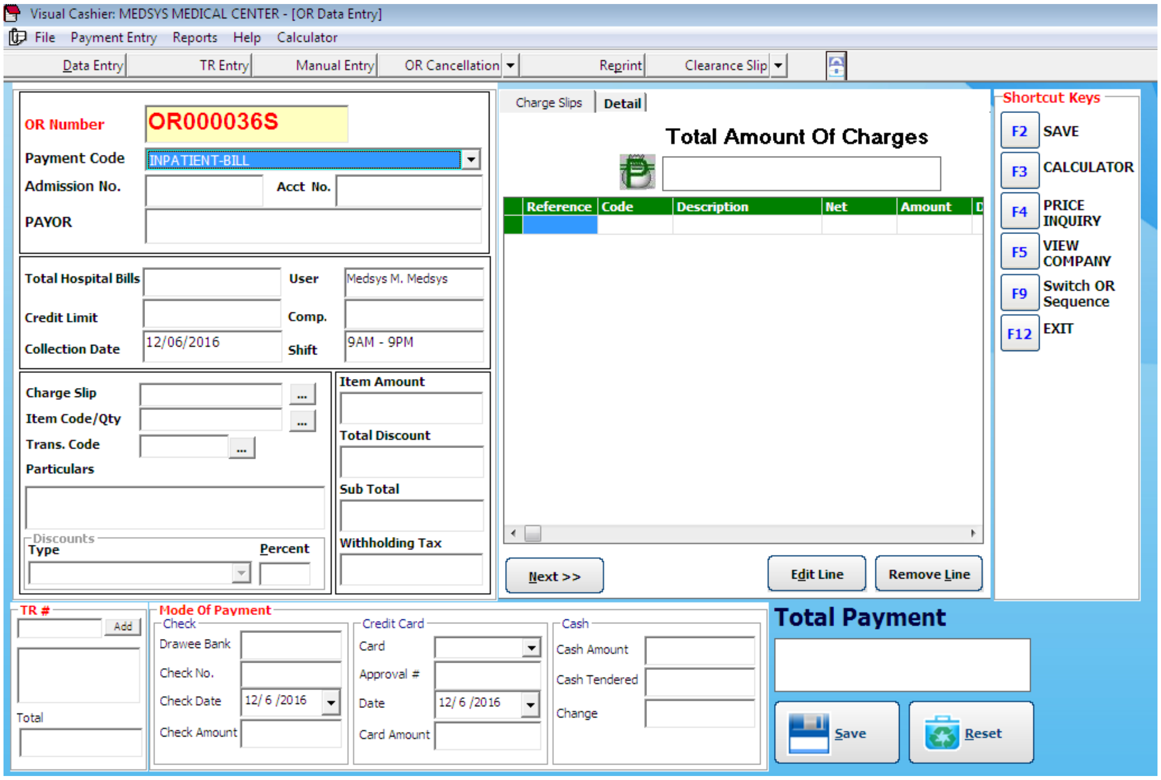
CASH MODE OF PAYMENT :

CASH AMOUNT – *total amount to be paid*
CASH TENDERED – *amount given by the patient*
CHANGE – *this will be automatically compute once you enter the cash tendered*

CREDIT CARD MODE OF PAYMENT
CARD – *Choose from the drop down and select the Card being used by the patient*
Approval # - *the approval # printed on the receipt from the Credit card printer*
Date – *Approval date*
CARD AMOUNT – *amount to be paid*

CHECK MODE OF PAYMENT
DRAWEE BANK – *the name of the bank (based from the check)*
CHECKNO – *the check# printed on the check*
CHECKDATE – *the issued date f the check*
CHECKAMOUNT – *amount to be paid*

Step 3 : Then click SAVE button.


Visual Cashier: MEDSYS MEDICAL CENTER - [OR Data Entry]

OR Number: OR000036S
Payment Code: INPATIENT-BILL
User: Medsys M. Medsys
Collection Date: 12/06/2016
Shift: 9AM - 9PM
Check Date: 12/ 6 /2016
Date: 12/ 6 /2016

File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Admission No.
Acct No.
PAYOR
Total Hospital Bills
Credit Limit
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Total Amount Of Charges
Reference
Code
Description
Net
Amount
Next >>
Edit Line
Remove Line
Shortcut Keys
F2 SAVE
F3 CALCULATOR
F4 PRICE INQUIRY
F5 VIEW COMPANY
F9 Switch OR Sequence
F12 EXIT
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Amount
Credit Card
Card
Approval #
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

OUTPATIENT BILL TRANSACTION PROCESS

Step 1 : Select OPD-BILL in Payment code.

ADMISSION #– *Enter here the encounter # or admission # or the last name of the patient and press ENTER. Then select for the name of the patient*
CHARGESLIPS
***** for Hospital Bills, enter HB***
ITEM AMOUNT – *the total amount of HOSPITAL BILLS*
**** ***for Professional fees, enter MD.*** *Then select the doctor to be paid*
ITEM AMOUNT *– total PF Fee amount*

Step 2: Press ENTER after you reached the MODE OF PAYMENT. You can choose via Check, Credit Card, and Cash.

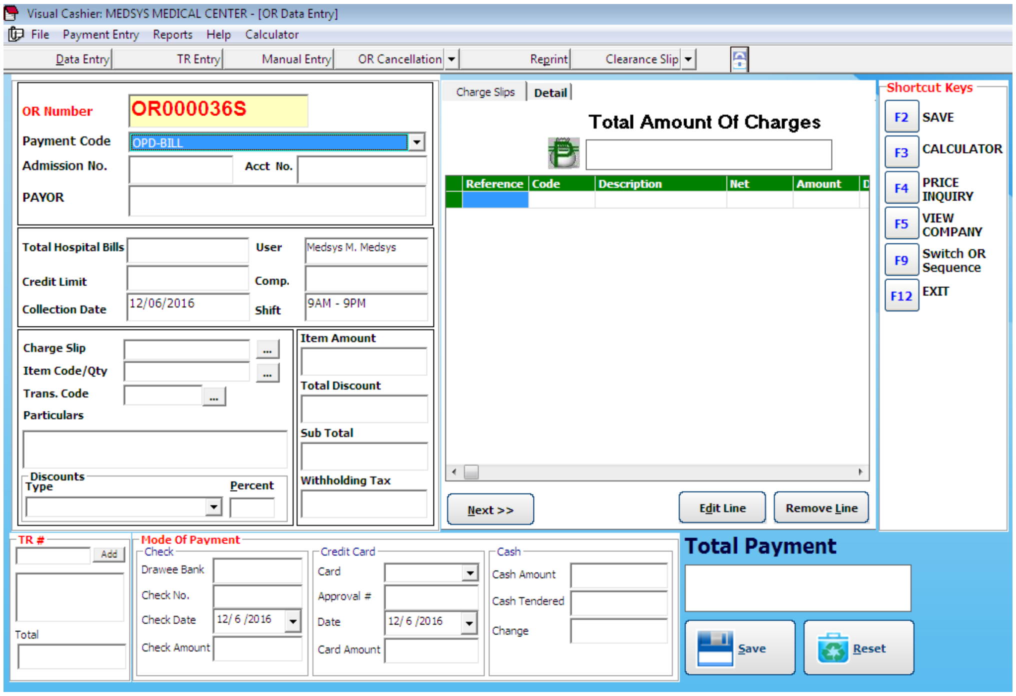
CASH MODE OF PAYMENT:

CASH AMOUNT – *total amount to be paid*
CASH TENDERED – *amount given by the patient*
CHANGE – *this will be automatically compute once you enter the cash tendered*

CREDIT CARD MODE OF PAYMENT
CARD – *Choose from the drop down and select the Card being used by the patient*
Approval # - *the approval # printed on the receipt from the Credit card printer*
Date – *Approval date*
CARD AMOUNT – *amount to be paid*

CHECK MODE OF PAYMENT
DRAWEE BANK – *the name of the bank (based from the check)*
CHECKNO – *the check# printed on the check*
CHECKDATE – *the issued date f the check*
CHECKAMOUNT – *amount to be paid*

Step 3 : Then click SAVE button.



OR Number: OR000036S

Payment Code: OPD-BILL

User: Medsys M. Medsys

Collection Date: 12/06/2016

Shift: 9AM - 9PM

Check Date: 12/ 6 /2016

Date: 12/ 6 /2016

Visual Cashier: MEDSYS MEDICAL CENTER - [OR Data Entry]
File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Admission No.
Acct No.
PAYOR
Total Hospital Bills
Credit Limit
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Total Amount Of Charges
Reference
Code
Description
Net
Amount
Next >>
Edit Line
Remove Line
Shortcut Keys
F2 SAVE
F3 CALCULATOR
F4 PRICE INQUIRY
F5 VIEW COMPANY
F9 Switch OR Sequence
F12 EXIT
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Amount
Credit Card
Card
Approval #
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

COMPANY PAYMENT TRANSACTION PROCESS

Step 1 : Select COMPANY PAYMENT in Payment code.

COMPANY CODE– *Enter the name of the company*
ADMISSION # –*Enter the Admission # or encounter # of the patient based from the Transmittal submitted*
ITEM CODE – *CP for Hospital Bill ; MD for Professional Fee*
ITEM AMOUNT *– total amount paid from the Company (for HB or MD)*

Step 2 : Press ENTER after you reached the MODE OF PAYMENT. You can choose via Check, Credit Card, Cash.

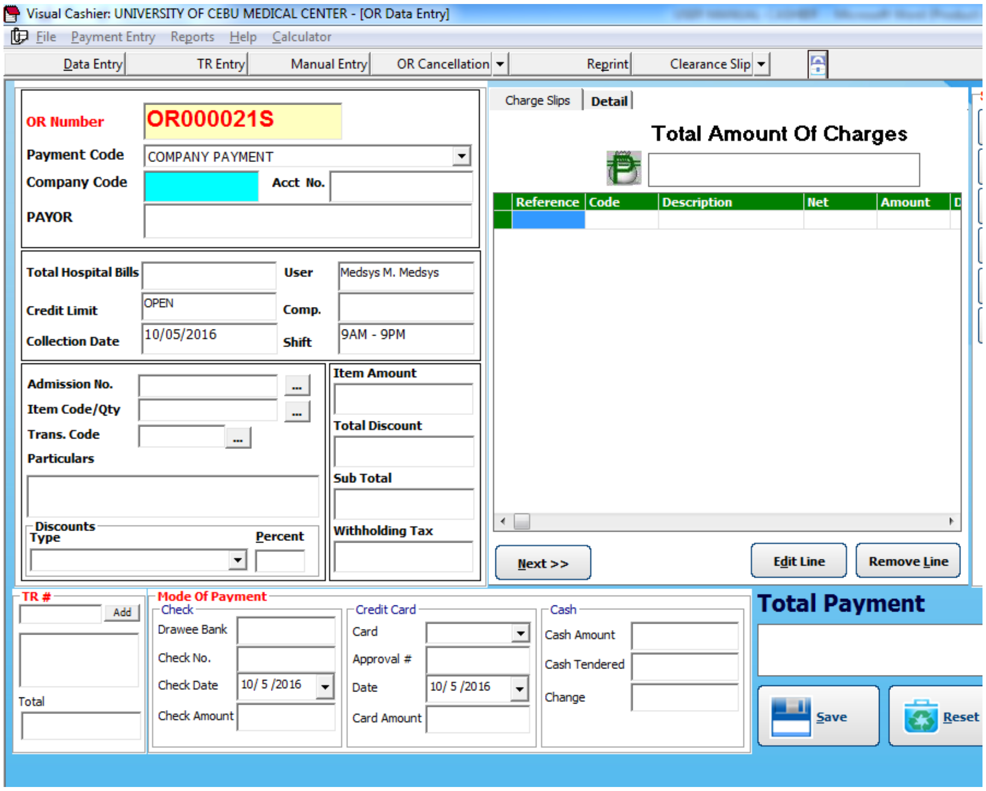
CASH MODE OF PAYMENT :

CASH AMOUNT – *total amount to be paid*
CASH TENDERED – *amount given by the company*
CHANGE – *this will be automatically compute once you enter the cash tendered*

CREDIT CARD MODE OF PAYMENT
CARD – *Choose from the drop down and select the Card being used by the patient*
Approval # - *the approval # printed on the receipt from the Credit card printer*
Date – *Approval date*
CARD AMOUNT – *amount to be paid*

CHECK MODE OF PAYMENT
DRAWEE BANK – *the name of the bank (based from the check)*
CHECKNO – *the check# printed on the check*
CHECKDATE – *the issued date f the check*
CHECKAMOUNT – *amount to be paid*

Step 3 : Then click SAVE button.


Visual Cashier: UNIVERSITY OF CEBU MEDICAL CENTER - [OR Data Entry]

OR Number: OR000021S
Payment Code: COMPANY PAYMENT
User: Medsys M. Medsys
Credit Limit: OPEN
Collection Date: 10/05/2016
Shift: 9AM - 9PM
Check Date: 10/ 5 /2016
Date: 10/ 5 /2016

File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Company Code
Acct No.
PAYOR
Total Hospital Bills
Comp.
Admission No.
Item Code/Qty
Trans. Code
Particulars
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Total Amount Of Charges
Reference
Code
Description
Net
Amount
Next >>
Edit Line
Remove Line
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Amount
Credit Card
Card
Approval #
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

LUMP SUM COMPANY PAYMENT TRANSACTION PROCESS

Step 1 : Select LUMP SUM in Payment code.

COMPANY CODE– *Enter the name of the company*
ITEM AMOUNT *– total amount paid from the Company (based from the check given)*

Step 2 : Press ENTER after you reached the MODE OF PAYMENT. You can choose via Check, Credit Card, Cash.

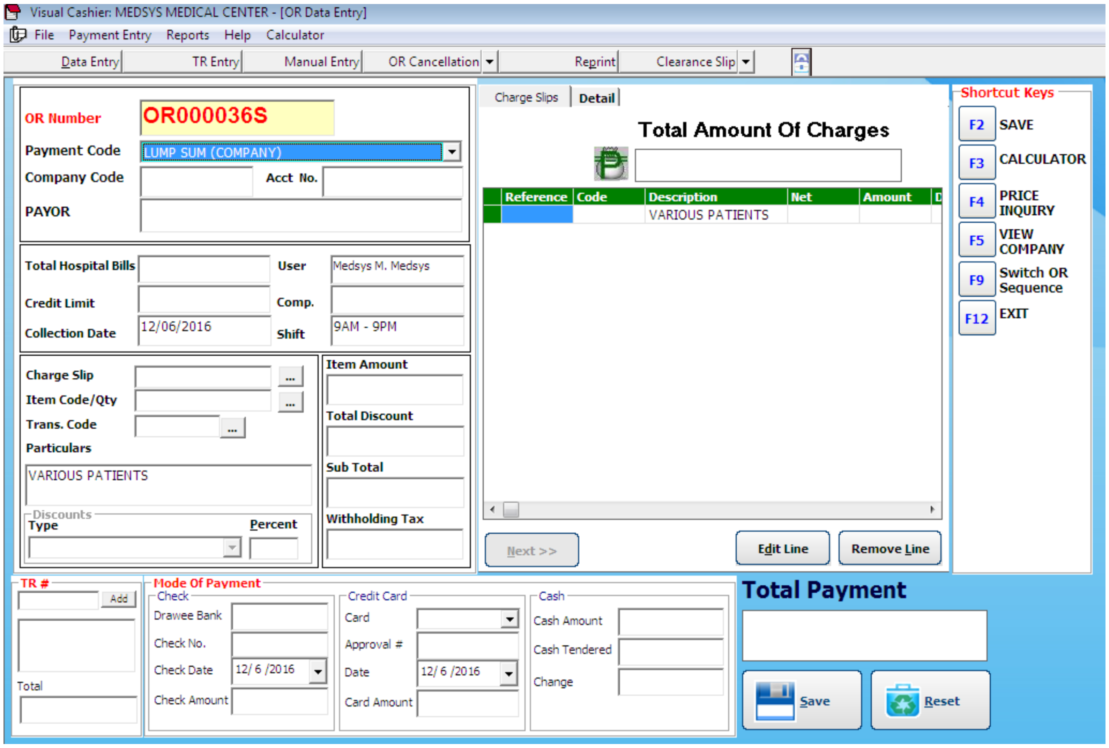
CASH MODE OF PAYMENT :

CASH AMOUNT – *total amount to be paid*
CASH TENDERED – *amount given by the company*
CHANGE – *this will be automatically compute once you enter the cash tendered*

CREDIT CARD MODE OF PAYMENT
CARD – *Choose from the drop down and select the Card being used by the patient*
Approval # - *the approval # printed on the receipt from the Credit card printer*
Date – *Approval date*
CARD AMOUNT – *amount to be paid*

CHECK MODE OF PAYMENT
DRAWEE BANK – *the name of the bank (based from the check)*
CHECKNO – *the check# printed on the check*
CHECKDATE – *the issued date f the check*
CHECKAMOUNT – *amount to be paid*

Step 3 : Then click SAVE button.



Visual Cashier: MEDSYS MEDICAL CENTER - [OR Data Entry]

OR Number: OR000036S

Payment Code: LUMP SUM (COMPANY)

User: Medsys M. Medsys

Collection Date: 12/06/2016

Shift: 9AM - 9PM

Particulars: VARIOUS PATIENTS

Reference	Code	Description	Net	Amount
		VARIOUS PATIENTS		

Check Date: 12/ 6 /2016

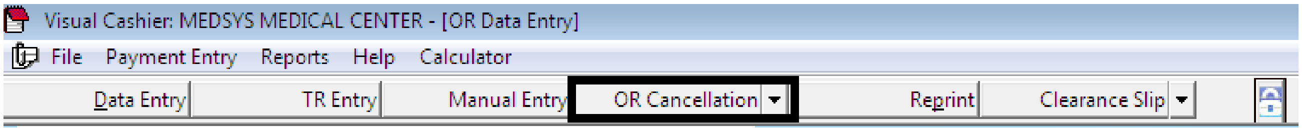
Date: 12/ 6 /2016

File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip
Company Code
Acct No.
PAYOR
Total Hospital Bills
Credit Limit
Comp.
Charge Slip
Item Code/Qty
Trans. Code
Discounts
Type
Percent
Item Amount
Total Discount
Sub Total
Withholding Tax
Charge Slips
Detail
Total Amount Of Charges
Next >>
Edit Line
Remove Line
Shortcut Keys
F2 SAVE
F3 CALCULATOR
F4 PRICE INQUIRY
F5 VIEW COMPANY
F9 Switch OR Sequence
F12 EXIT
TR #
Add
Total
Mode Of Payment
Check
Drawee Bank
Check No.
Check Amount
Credit Card
Card
Approval #
Card Amount
Cash
Cash Amount
Cash Tendered
Change
Total Payment
Save
Reset

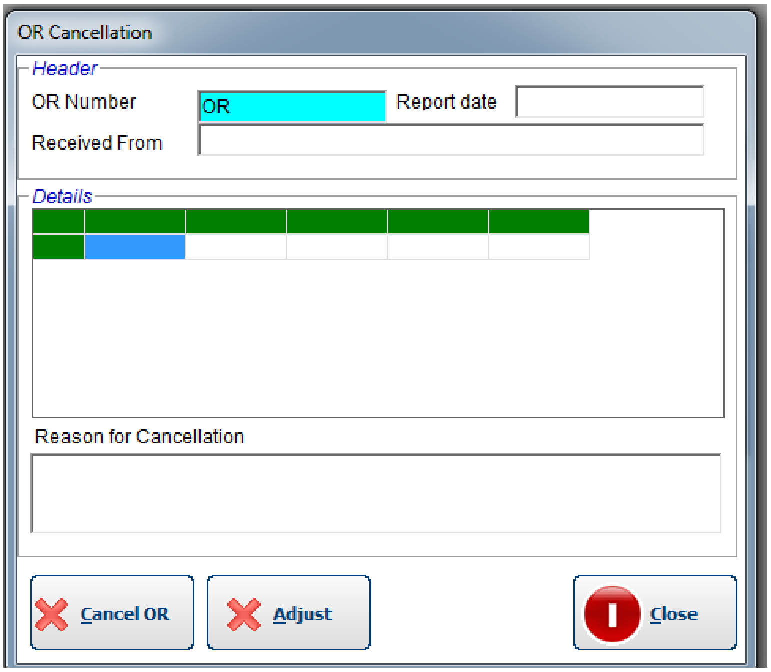
• How to cancel Official Receipt?

NOTE: You can only cancel Official Receipts within the Collection date

Step 1: Click OR CANCELLATION button

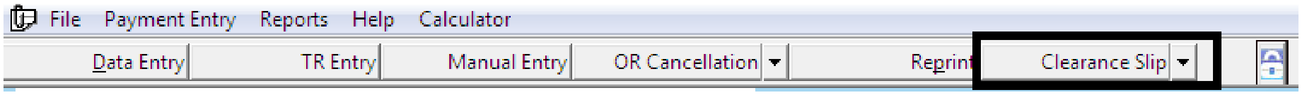

Visual Cashier: MEDSYS MEDICAL CENTER - [OR Data Entry]
File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip

Step 2: Enter the OR# . Provide the reason for cancellation. Then click CANCEL OR button

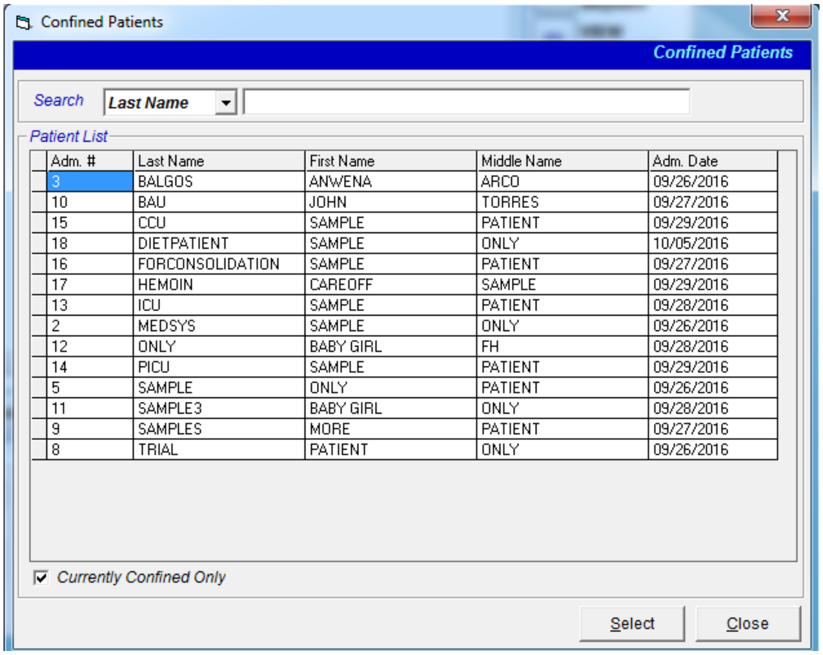

OR Cancellation
Header
OR Number
OR
Report date
Received From
Details
Reason for Cancellation
Cancel OR
Adjust
Close

- ## How to issue a clearance slip?

Step 1 : Click Clearance Slip button for Inpatient. For outpatients, click the drop down beside the Clearance Slip button.


File
Payment Entry
Reports
Help
Calculator
Data Entry
TR Entry
Manual Entry
OR Cancellation
Reprint
Clearance Slip

Step 2: Then double click the patient you want to print a clearance slip.


Confined Patients
Confined Patients
Patient List
Select
Close

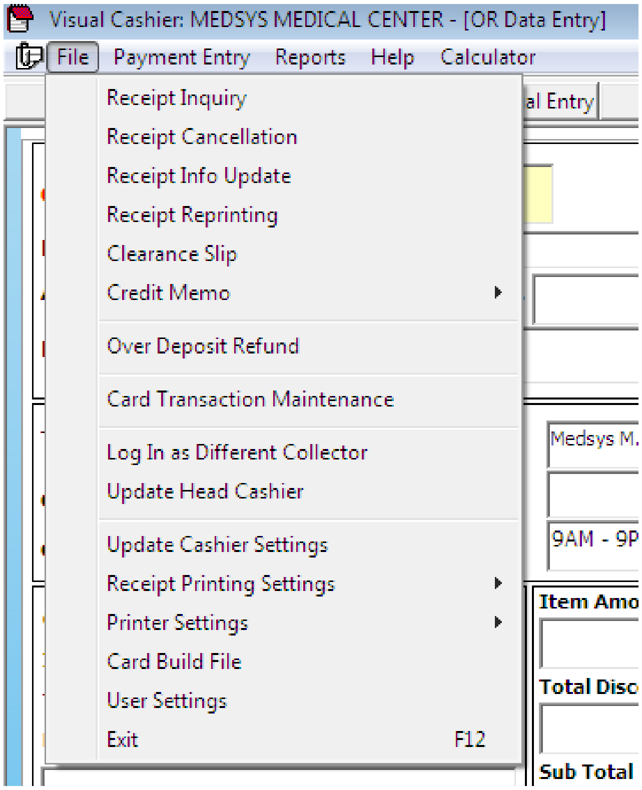
Search: Last Name

Adm. #	Last Name	First Name	Middle Name	Adm. Date
3	BALGOS	ANWENA	ARCO	09/26/2016
10	BAU	JOHN	TORRES	09/27/2016
15	CCU	SAMPLE	PATIENT	09/29/2016
18	DIETPATIENT	SAMPLE	ONLY	10/05/2016
16	FORCONSOLIDATION	SAMPLE	PATIENT	09/27/2016
17	HEMOIN	CAREOFF	SAMPLE	09/29/2016
13	ICU	SAMPLE	PATIENT	09/28/2016
2	MEDSYS	SAMPLE	ONLY	09/26/2016
12	ONLY	BABY GIRL	FH	09/28/2016
14	PICU	SAMPLE	PATIENT	09/29/2016
5	SAMPLE	ONLY	PATIENT	09/26/2016
11	SAMPLE3	BABY GIRL	ONLY	09/28/2016
9	SAMPLES	MORE	PATIENT	09/27/2016
8	TRIAL	PATIENT	ONLY	09/26/2016

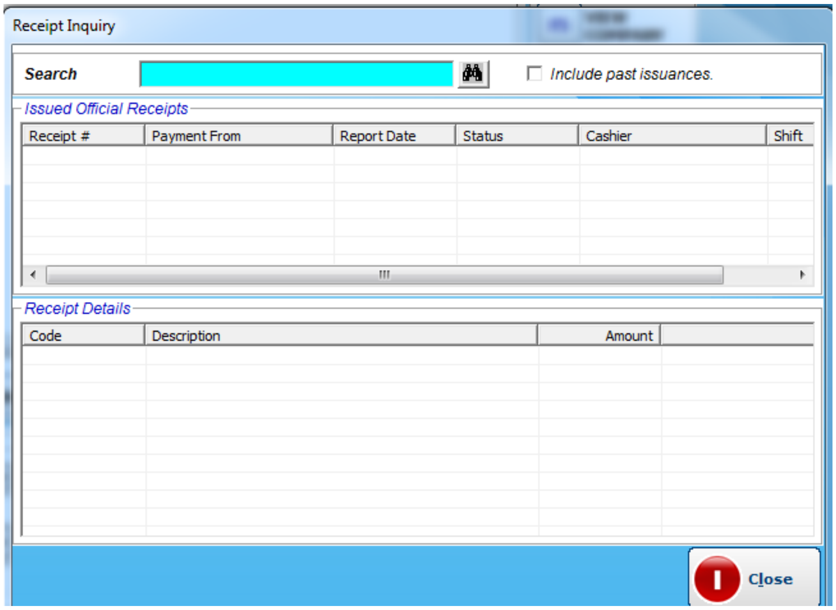
☑ Currently Confined Only

- **How to view the details of the Official receipt without reprinting?**

Step 1: Click FILE > then select Receipt Inquiry


Visual Cashier: MEDSYS MEDICAL CENTER - [OR Data Entry]
File
Payment Entry
Reports
Help
Calculator
Receipt Inquiry
Receipt Cancellation
Receipt Info Update
Receipt Reprinting
Clearance Slip
Credit Memo
Over Deposit Refund
Card Transaction Maintenance
Log In as Different Collector
Update Head Cashier
Update Cashier Settings
Receipt Printing Settings
Printer Settings
Card Build File
User Settings
Exit F12
al Entry
Medsys M.
9AM - 9P
Item Amo
Total Disc
Sub Total

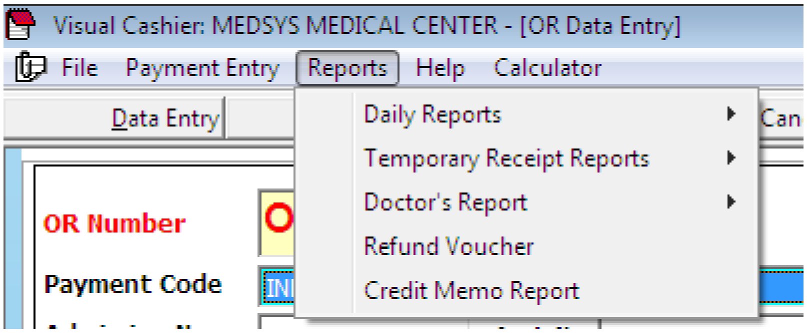
Step 2: Then type the OR# and press ENTER. For previous transactions, click the checkbox "Include past issuances"


Receipt Inquiry
Search
☐ Include past issuances.
Issued Official Receipts
Receipt #
Payment From
Report Date
Status
Cashier
Shift
Receipt Details
Code
Description
Amount
Close

This window will appear for receipt Inquiry

How to view all reports?

Step 1: Click REPORTS


Visual Cashier: MEDSYS MEDICAL CENTER - [OR Data Entry]
File
Payment Entry
Reports
Help
Calculator
Data Entry
Can
OR Number
Payment Code
Daily Reports
Temporary Receipt Reports
Doctor's Report
Refund Voucher
Credit Memo Report

Index

—A—
Account code, 9

—B—
Batch, 9

—C—
Card Transaction Maintenance, 16
Cash Transaction, 8
Changing of users password, 6
Charge slip, 9

—D—
discount, 10

—F—
features, 4

—H—
How to start the program, 5
How to end the program, 7

—R—
Receipt Information Updating, 15
Receipt Inquiry, 13
Reports, 18

—I—
Index, 19
Inquiry Window, 13
Issued Official Receipts, 13

—M—
Mode of payment, 10

—N—
Net amount, 10

—O—
objectives, 4
O.R. Cancellation / Adjustment
overview, 4

—P—
Particulars, 9
Payment, 10
Payment code, 9
Payor, 9
Principal O.R. Printing, 11