

11.03. Prescription payments and credits

Prescription payment preferences

To receive payments for prescriptions in a dispensary, go to [Dispensary Mode Preferences](#) and check the **Receive payments from prescription window** box.

Once activated, a **Payment** tab will appear in the *Prescription Entry* window:

The screenshot shows the 'Prescription Entry' window with the 'Payment' tab selected. The window contains the following fields and sections:

- Patient details:** Name: Patient, Test; Date of birth: 00/00/00; Gender: Female; Store: AKPESSEKRO (CSR-D PUBUC); Entered: 27/04/2020; Invoice: 289; Entered by: Sussol.
- Prescriber:** Search Prescriber; Code: testp01; Confirm date: 00/00/00; Prescription date: 27/04/2020.
- Reference:** Reference; Category: None; Note: [Text field]
- Items:** A table with columns: Line, Location, Item Name, Quan, Pa..., Batch, Exp date, Sell Price, Price exten. The first row shows: 1, ABACAVIR 300 MG CP, 2, 1, fghj1234, 31/07/20..., 150.00, 300.00.
- Amount:** Amount: 0.00; Subtotal: 300.00; 0% tax: 0.00; 0% discount: 0.00; Total: 300.00; Amount Outstanding: 0.00.
- Buttons:** New line, Delete line(s), History, Repeats, New note, Delete note, Finalise, Export batch: 0, Status: nw, OK & Next, Delete, OK.

Entering the payment

To enter a payment from the Prescription Entry window:

1. Click on the **Payment** tab.
2. Enter the amount to be paid for this invoice today in the **Amount paid by patient** field, then press the *Tab* key on the keyboard:

The screenshot shows the 'Prescription Entry' window. At the top, 'Patient details' include Name: Patient, Test; Date of birth: 00/00/00; and Store: AKPESSEKRO (CSR-D PUBLIC). The 'Items' tab is set to 'Payment'. A message states: 'This invoice will be automatically finalised if a payment is entered.' Below this, there are fields for 'Cheque #' and 'Note'. To the right, a summary table shows: Invoice total: 300.00; Total outstanding: 300.00; Available credit: 0.00; Amount paid by patient: 300.00 (highlighted with a red box); and Amount paid by credit: 0.00. At the bottom, there are buttons for 'Finalise', 'Export batch: 0', 'Status: nw', 'Print receipt', 'OK & Next', 'Delete', and 'OK'.

In this example, the invoice is \$300 and the patient will pay the full cost today in cash.

3. A confirmation window will open:

This screenshot shows the same 'Prescription Entry' window but with a 'Payment' confirmation section. The 'Patient details' are updated: Name: Patient, Test; Date of birth: 23/11/1974; and Invoice: 431. The 'Items' tab is still 'Payment'. The 'Other details' section contains the same 'Cheque #' and 'Note' fields. The 'To Pay' section shows: Invoice total: 300.00; Total to pay: 300. The 'Patient's credit status' section shows: Current balance: 0.00; Credit limit: 0.00; Available credit: 0.00. The 'Payment details' section includes: Amount paid by credit: 0.00; Amount paid by patient: 300.00; Total payment: 300; Amount given: 500 (highlighted with a red box); and Change to give back: 200 (highlighted with a red box). At the bottom, buttons for 'Finalise', 'Export batch: 0', 'Status: nw', 'Print receipt', 'OK & Next', 'Delete', and 'OK' are visible.

Enter the actual amount given by the patient in the **Cash given** field and press the *Tab* key on the keyboard. mSupply will calculate the change that must be given back to the patient and show it in the **Change required** field.

In this example, the invoice is \$300 and the patient is paying with a \$500 note. mSupply calculates the change to be returned is \$200.

If you have setup other payment types in the preferences (see [16.10. Options \(standard reasons\)](#)) then you can select the type of payment being made in the **Payment type** drop down list.

Please note: You cannot overpay a prescription. If you edit the **Amount paid by patient** field to be more than the invoice total you will be shown a message and the **Amount paid by patient** will be reduced back down to the invoice total.

4. Click **OK** to **finalise** the prescription and payment and close the window (if a payment is entered the prescription will be automatically finalised, you have no choice). If the **Print receipt** checkbox is checked then a payment receipt will print at this point.



Once you click OK, the prescription and payment are finalised and can no longer be edited. Check carefully before pressing OK!

Paying with credit

Patients can be given a credit limit (see [10.03. Patients](#)) and can use some or all of that credit at any time to pay off some or all of a prescription. Patient credits (see below) will add to the amount of credit a patient can use. Credit will also be added to a patient when they return goods using a patient credit (see below).

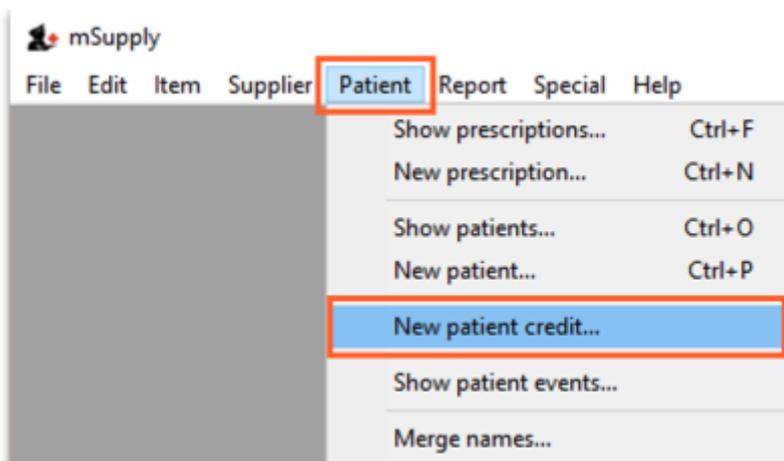
The process of using credit in a payment is exactly the same as the payment process described above. The only difference is that, if the patient has some credit available, mSupply will automatically use as much as it can to pay for the patient's prescription. You can see the amount of credit used to pay for the prescription in the Amount paid by credit field:

1. On the prescription, click on the **Payment** tab.
2. Enter the amount to be paid for this invoice today, then press **OK**.

Patient credits

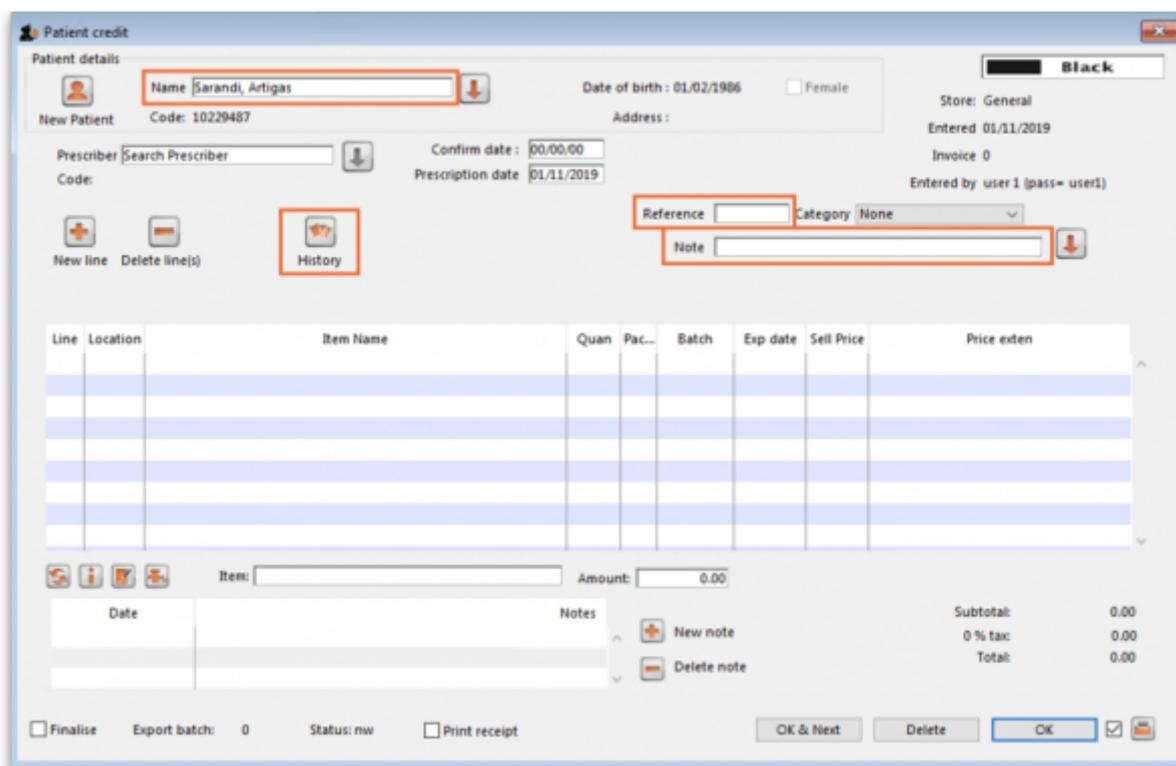
You can allocate funds in a patient's favour by giving them a **Patient Credit**. You might need to do this if, for example, a patient returns faulty medicines they already paid for. Patient credits will be *subtracted* from future invoices until all credits are used.

1. In the menus, choose **Patient > New patient credit...**:



2. Enter the patient in the **Name** field just as you would for a prescription. You can also enter other details such as a **Reference** (e.g. the prescription number this patient credit is related to) and a **Note** explaining why a patient credit is being issued.

3. Click the **History** button to view the items previously dispensed to this patient:



4. Select the item(s) to be returned from the patient's dispensing history, then click **Add to credit**. Multiple items may be added at once:

Date	Number	Prescriber	Item	Quantity	Directions
01/11/2019	24	CAR	Amoxicillin 250mg tab/cap	1	
01/11/2019	19	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	20	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	21	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	23	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	24	CAR	Amoxicillin 500mg tab/cap	2	

Buttons: Add to credit, OK

5. Review the patient credit. Note that the price appears as a *negative* value in the patient credit window since it is a credit to the patient, not a charge.

Patient credit window showing details for Sarandi, Artigas. The table below shows a single line item with a negative price extension.

Line	Location	Item Name	Quan	Pac...	Batch	Exp date	Sell Price	Price exten
1		Amoxicillin 500mg tab/cap	1	100	YRT445	31/01/2019	100.00	-100.00

Summary: Subtotal: -100.00, 0% tax: 0.00, Total: -100.00

Buttons: Finalise, OK & Next, Delete, OK

You can also add items *not* linked to a patient's history by clicking the **New line** button and entering item details just like you would for a prescription.

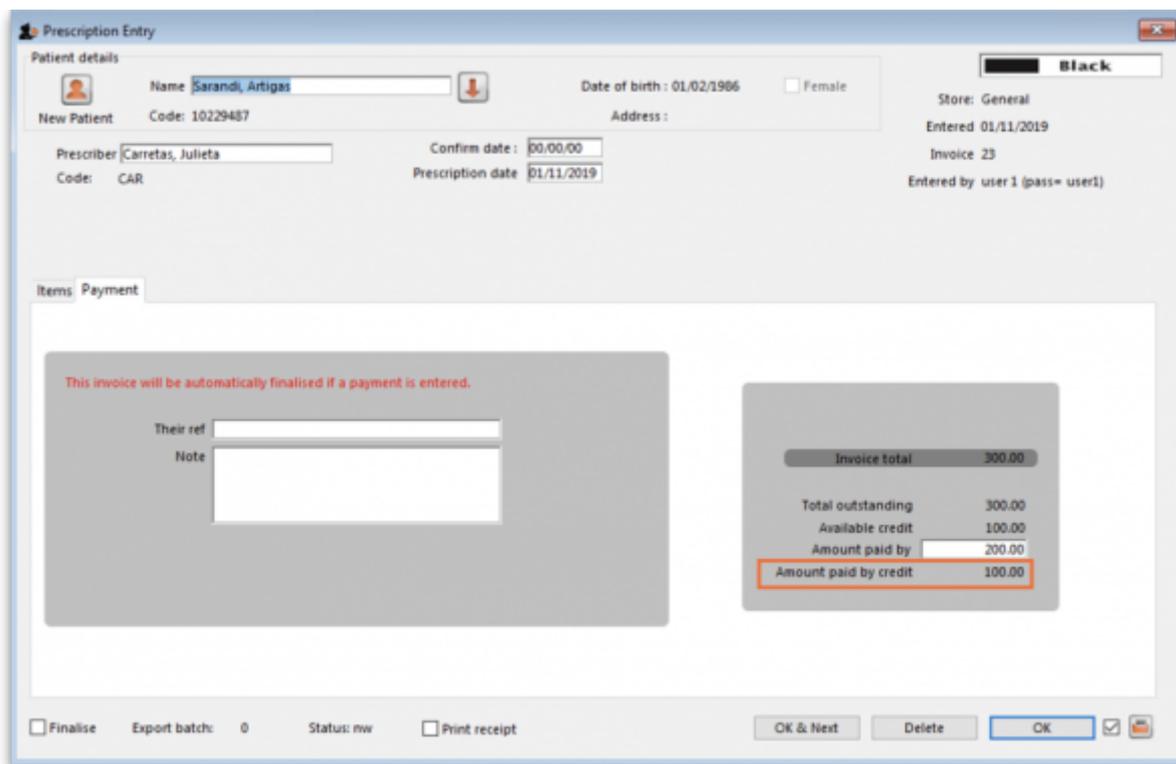
 If you *only* want to allow users to issue patient credits for items linked to a patient's history, turn on the **Limit patient credits to previously prescribed items** preference in the *Invoices 2* tab of **File > Preferences** (see [Invoices 2 Preferences](#)). This will disable the **New line** button, and all items must be selected from the **History** button.

6. Once you are sure the patient credit is correct, check the **Finalise** box and click **OK**.

 **Remember you have also just returned items to your mSupply inventory!** If you are going to destroy returned items, you now need to remove them from your mSupply inventory in a separate transaction (either a **Reduce stock Inventory Adjustment** or a **Stocktake**).

When the patient pays for their next prescription, their credit will be *automatically* applied in the Payment window.

In this example, the patient's current prescription is \$300 but they had a \$100 credit which is automatically applied to the invoice. Now, they only need to pay \$200.



The screenshot shows the 'Prescription Entry' window. The 'Patient details' section includes fields for Name (Sarandi, Artigas), Date of birth (01/02/1986), Gender (Female), Store (General), and Invoice number (23). The 'Payment' section shows an 'Invoice total' of 300.00, 'Total outstanding' of 300.00, 'Available credit' of 100.00, 'Amount paid by' of 200.00, and 'Amount paid by credit' of 100.00. The 'Amount paid by credit' field is highlighted with a red box. At the bottom, there are buttons for 'Finalise', 'Export batch', 'Status', 'Print receipt', 'OK & Next', 'Delete', and 'OK'.

Previous: [11.02. Receiving payment from customers](#) | | Next: [11.04. Cash register](#)

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