Adding a New Item Code

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> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

1. Click **Administration**.

2. Select **Accounting Menu** item.

3. Select **Items** sub-menu item.

    a. The Items screen will display with all the existing Items.

4. Select the **New** button.

    a. The add new Item screen will display.

5. Enter the new Item Number.

6. If it is a MBS Item, select the MBS Lookup button, this will pre-populate the MBS details.

7. Edit details using the table below as a reference.

8. When done, click **Create Item**.

Field	Description	Example
Details		
Item Number	This is the item number, either MBS or custom	104 or 43509
Item Type	This is the Item description	Consultation
MBS Description	Description as per MBS (up to 1000 characters)	
Your Description	This field can be updated with a short easy identifiable description	
Short Description	This short description will display on the patient invoice	
Status	Select from the drop down list	MBS Number
Taxable Supply(check box)	Check this box if you want to make tax applied	Yes /True/ Checked
Partial GST Liability(check box)	Some Items have only a portion of the Items rebate are liable for GST	Yes /True/ Checked No/False/Unchecked
Fee Type	Drop down box. Not able to be edited	Fixed fee or Percentage
Step Service Date(check box)	Enable step date rules and rates for the item. E.g. Accommodation	Yes/True/Checked
General ledger audit code	Recording of a general ledger audit code on each line item of an invoice. Defaulted to a blank value and requires manual data entry or custom trigger scripting to populate with values.	
Extended Parameters		
Display extended parameters by default (Check box)		Yes /True/ Checked

Item requires entry of time/duration (minutes) (Check box)	For some MBS items, its required to get the duration of the procedure. Some MBS item codes are based on the length of service i.e. 13918: CYTOTOXIC CHEMOTHERAPY, administration of, by intravenous infusion of more than 1 hours duration but not more than 6 hours duration	Yes /True/ Checked
Minimum Duration (Minutes)	This value is used when an MBS requires duration /length of service to be captured	
Maximum Duration (Minutes)	This value is used when an MBS requires duration /length of service to be captured	
MBS - General Parameters		
MBS Category	This is a drop down list	Professional Attendances
MBS Group	This is a drop down list Note: Change the MBS Group will recalculate all prices displayed.	General Practitioner
MBS Sub Group	This is a drop down list	
Unit Modifier	This field determines the definition of data in the item number after the / (forward slash) i.e. 47/1, 47/7 It can represent number of Patient's seen or Field Quantity	Patients seen
MBS - Assistant Billing Parameters		
Assist not eligible for fee (check box)		Yes /True/ Checked
Hearing Services Program		
Item Requires Previous Fitting Item Number (Check box)	This is a check box value	Yes /True/ Checked
Item Requires Date of Follow	This is a check box value	No / False

up

(Check box) | | /Unchecked |
| Item Requires Date Client only Aidable to One Ear

(Check box) | This is a check box value | No / False
/Unchecked |
| Item Requires Left / Right Fitting Information | This is a check box value | No / False
/Unchecked |
Prices		
Effective Service date	Note: changing the Effective Service Date will recalculate all prices displayed	
Name		
Region		
Percentage		