

Items

Last Modified on 05/08/2020 1:59 pm ACST

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

The Items menu manages all the Item numbers set up for your organisations. This screen displays the following fields:

Field	Description	Example
Item Number	This is the item number - either MBS or custom	104 or 43509
Item Type	This is the type of item	Consultation or Procedure
MBS Description	This is the description of the item	

Review Item Code Details

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 **Show** button, next to the item you wish to review.
 - a. The Item listing details are conveyed in the table below.
5. From this screen you can review the Price History by selecting **Price History** button.

Field	Description	Example
Item		
Item Number	This is the item number - either MBS or custom	104 or PHARM
Location	This is the type of item	Consultation
MBS Description	Description as per MBS	
Your Description	This field can be updated with a short easy identifiable description.	
Short Description	This can be used for a short description	Specialist

Prices		
Name		
Region		
Current		
GST Liability		
