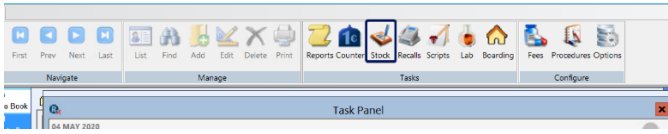
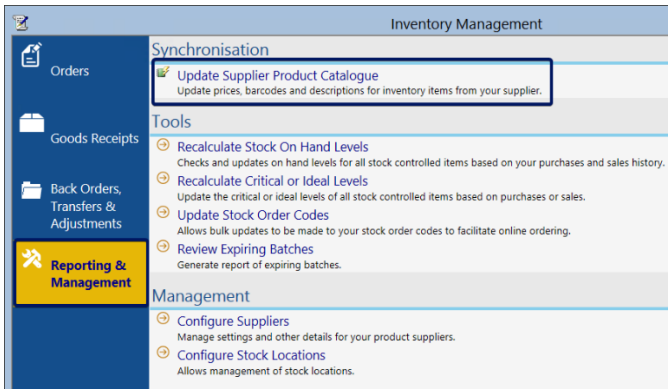


Back on Track – Annual Price Increase

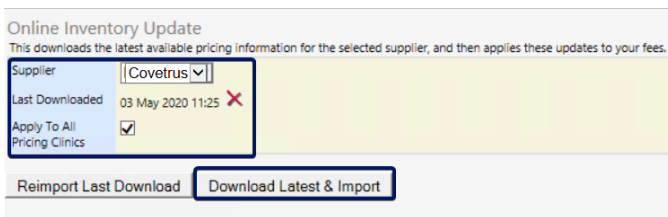
RxWorks



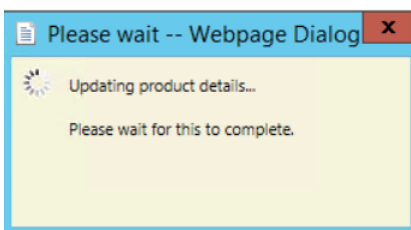
- From the Task Panel, click **Stock** from the ribbon bar.



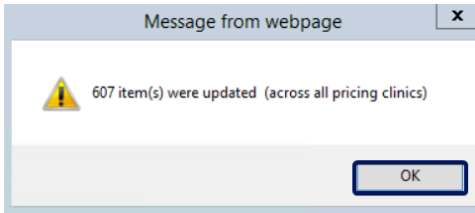
- The price updates are normally set up to automatically update your prices for you as soon as we receive the price file from the integrated wholesalers.
- If you don't have it set to automatically update the prices and you have not updated them since the beginning of the lockdown, we'll walk you through how to do this. (You can still follow these steps if you do have it setup, just for peace of mind, that it has been applying the prices).
- Select **Reporting & Management** and click on **Update Supplier Product Catalogue**.



- The date below the **Supplier** name indicates when the last price update was applied, whether that be automatically or manually.
- If you do your price updates manually and it still shows as a previous date, you will need to click **Download Latest & Import**. It will take a minute or two to download.



- This window will appear on screen to show you that the price list is being downloaded.



- Once the price list has been downloaded, this window will appear on screen which shows you how many items have been updated. Click **OK** when you are ready to move on.

Below are the prices that have changed for the current pricing clinic. Make any updates required, then click Confirm.

Code	Name	Date	Original £	New £	Change
821	Asp 10mg Tab	04/05/2020	63.28	0.32	£63.04 (15.4%)
820	Asp 2mg Wt	04/05/2020	64.72	5.56	£60.16 (17.7%)
8140	Activated Charcoal 1 tr	04/05/2020	63.07	0.81	£62.26 (24.2%)
7016	ADAPSI Dog Spray 60 ml	04/05/2020	17.99	19.46	£1.47 (8.2%)
9030	Adapti Express Tablets 100	04/05/2020	68.88	7.23	£61.65 (5.1%)
8888	Adapti Tablets 140	04/05/2020	225.23	27.30	£197.93 (8.2%)
9545	Adrenocline 100ml	04/05/2020	69.94	0.06	£69.88 (85.3%)
8501	Advocate 4-Bag Small Cat 3 Pipette	04/05/2020	14.67	16.02	£1.35 (9.2%)
8725	Advocate 4-10kg Med Dog 4 Pipette	04/05/2020	230.36	32.51	£197.85 (8.2%)
8384	Advocate 4-Bag Large Cat 3 Pipette	04/05/2020	14.29	16.38	£2.09 (14.6%)
8845	Agriom Smartbase Plus 24-7 100	04/05/2020	64.41	4.69	£69.10 (6.9%)
8706	Akhalak 1 Mectraner 200 1 800	04/05/2020	73.47	0.45	£73.02 (8.9%)

Options: Print Price List

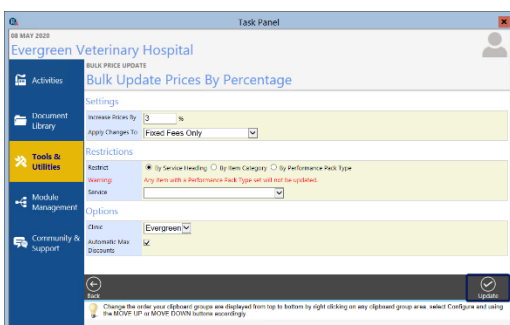
Buttons: Back, Confirm

- A list of all the products that have been adjusted will display.
- If you wish to change the cost price, enter it in the **New** column. If you are happy to leave the prices as they are, either **print** and then click **Confirm** or just click **Confirm** to close the window.

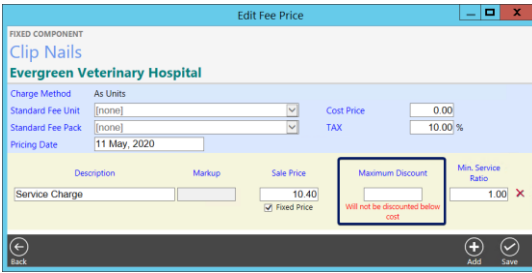
For practices using RxWorks Practice Plus



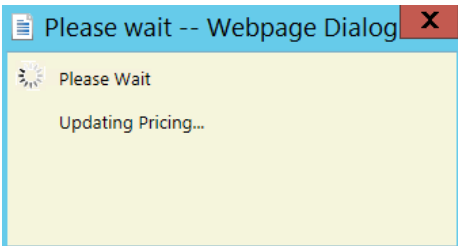
- From the **Task Panel**, click **Tools & Utilities, Products & Services** then **Bulk Update of Prices**.



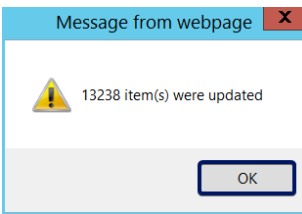
- Select and fill in all the necessary fields that you need to.
- Start by typing in your % increase amount.
- Select if it is your **fixed fee** (left-hand side on the item or generally known as your **Professional Services**) or **variable fee** (right-hand side of the item) or both being increased.
- Choose which **Service Heading** you want to increase from the drop-down list.
- If you are wanting to increase everything, just leave the drop down blank and it will capture all Service Headings.



- If **Automatic Max Discounts** is ticked, it will remove any number you have set into the **Maximum Discounts** field and display the message in red.
- If you untick **Automatic Max Discount**, it will keep the value in the field that you have put.

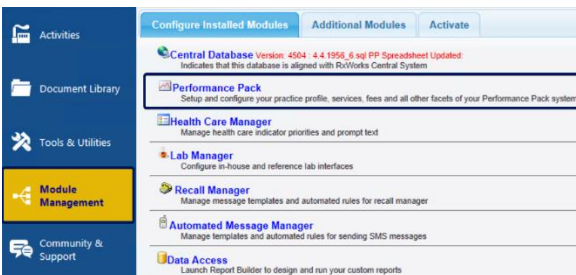


- This will bring up the following window showing that the system is currently updating the pricing.
- You won't be able to do anything else within RxWorks whilst this is taking place.

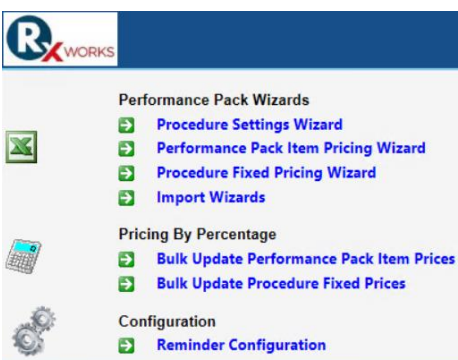


- Once the update has completed, the total number of items that have been updated will display on screen.
- Click **OK** finish.

For practices using Performance Pack



- From the Task Panel, click **Module Management** then **Performance Pack**.



- If you have had the Performance Pack spreadsheet hidden, the tools you will need to maintain your **Procedures** and Performance Pack items will now be in RxWorks.
- For those of you who haven't had the spreadsheet hidden, please contact Support on 0131 556 0555.

CREATE DATA WIZARD

Performance Pack Item Wizard

Export Options

Item Performance Pack Type: **Time Based e.g. DOC and NUR**

Include Deactivated:

- The **Performance Pack Item Pricing Wizard** will allow you to update your building block fees such as your **DOC** and **NUR** rates for example.

Bank Charges
Consumable Packs
End Of Life Care
Freight
Hospital
Laboratory
Medical Waste
Method Of Admin/Injection
Promotion
Referral
Resources
Surcharge - After Hours
Surcharge - Emergency
Surcharge - High Expertise
Surcharge - Home Visit
Surcharge - Specialist
Surcharge - Weekend/Holiday
Time Based e.g. DOC and NUR
Voucher

- Each type of **Performance Pack Fee** can be selected from the drop-down list and generated into a **Data Wizard** for you to update the prices.
- Producing the Data Wizard in this way allows you to manually work through the items and choose what prices you wish them to be.

Procedure Clinic Fixed Prices Wizard

Export Options

Procedure Service:

Procedure Species:

Procedure Type:

Clinics:

- The **Procedure Fixed Price Wizard** will allow you to see all procedures that have a fixed price attached to them, such as **Consultations, Neuters or Dentals**.
- Producing the Data Wizard in this way allows you to manually update each procedure to what you would like it to now charge at.

Pricing By Percentage

 **Bulk Update Performance Pack Item Prices**

Bulk Update Procedure Fixed Prices

- Instead of doing each procedure or performance pack item individually, you can choose to use the **bulk update tool**.

BULK PRICE UPDATE

Bulk Update Prices By Percentage

Settings

Increase Prices By: %

Restrictions

Filter: By Service Heading By Item Category By Performance Pack Type

Performance Pack Type: **Bank Charges**

Options

Clinic:

Automatic Max Discounts:

Back

Items are all selected. If brand Y from more than one subheader, you will need to add brand Y for each item, they will use a different Stock Code.

- The **Bulk Update Performance Pack Item Prices** will allow you to choose a % you wish to increase them by, and which type you would like to increase.
- You can always do a bulk update in the first instance and then generate the above Data Wizard to round off the items to a whole number for instance.

BULK FIXED PRICE UPDATE

Bulk Update Fixed Procedure Prices By Percentage

Settings

Change Prices By: %

Preview Only:

Restrictions

Service:

Apply To All Clinics:

- The **Bulk Update Procedure Fixed Prices** will let you again update all fixed price procedures in a service heading instead of going through them one by one.