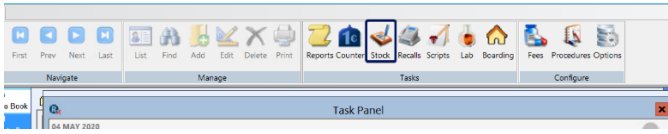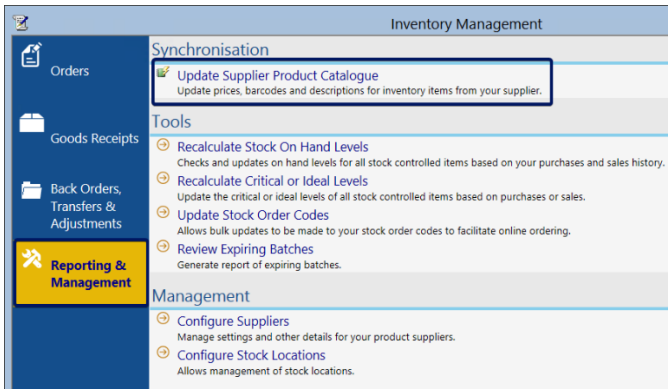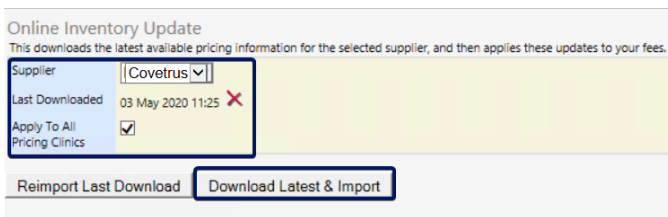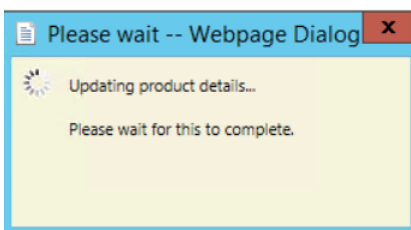# Back on Track – Annual Price Increase

RxWorks

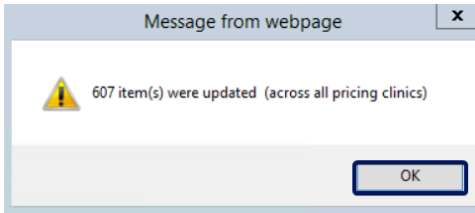- From the Task Panel, click **Stock** from the ribbon bar.

- 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.
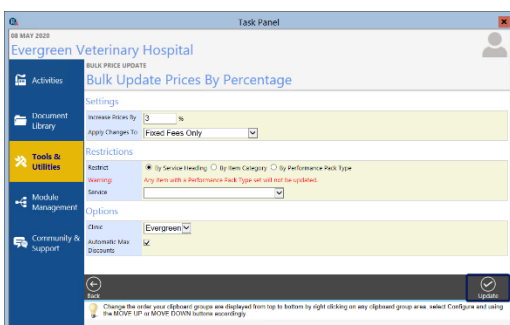

- A list of all the products that have been adjusted will display.
- If you wish to change the cost price, enter it in the **New** column. If you are happy to leave the prices as they are, either **print** and then click **Confirm** or just click **Confirm** to close the window.
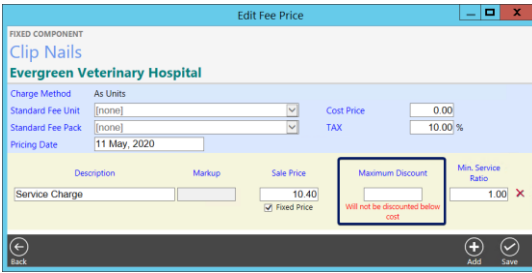
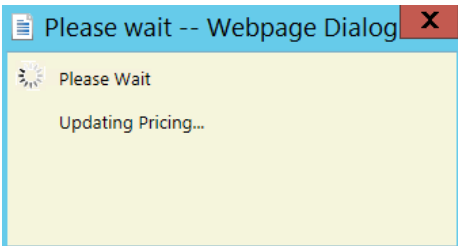## For practices using RxWorks Practice Plus

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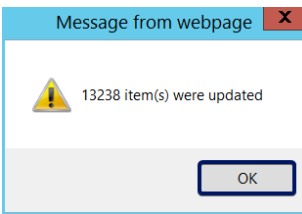

- Select and fill in all the necessary fields that you need to.

- 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.

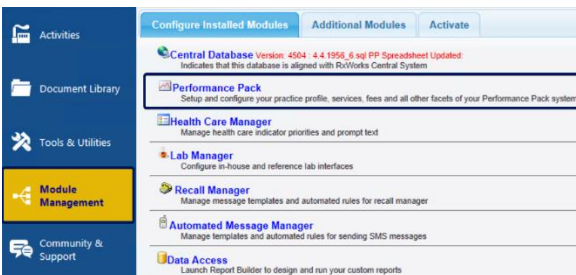- If you untick **Automatic Max Discount,** it will keep the value in the field that you have put.

- This will bring up the following window showing that the system is currently updating the pricing.

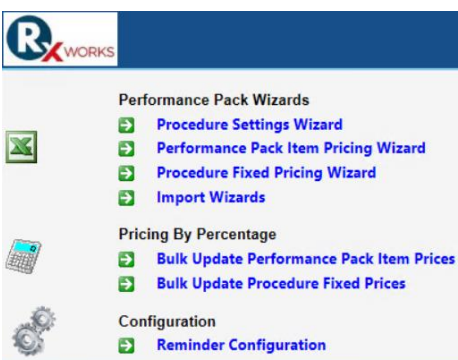- You won't be able to do anything else within RxWorks whilst this is taking place.

- 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.

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

- 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.

- 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.

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

- 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.

- 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.