

## View Supply Charges Entered

From **Main Menu** click on the **Supplies** tab from left panel, click on **Supply Charges**. You can view supplies by different categories.

**NOTE:** If your agency is set up to Import Supplies, the following screen will appear first. Hit **Cancel**. This will take you to the Supply Charges screen, then you can follow steps below.

Main Menu

Load Supply Charges  Print Imported Supplies Create Supply Charges From Locked Assessments

Cancel

Days to go back thru the requisitions/assessments looking for supplies 0

Minimum age of supplies that will be imported is 3 days

1. Enter your date range.
2. You have the option to view supplies by: "show last;" by Employee; by Patient; by Program; by Payer; or by Supply Code. If you change any of these options, click the **Refresh** button for the screen to update.
3. If you want to Sort the list in a particular order, click on the column name. For example: If you want to sort the list by patient, click the Patient Name column. If you want to sort the list by Supply, click the Supply column, etc.
4. You can print the list by clicking on **Print**.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50126.aspx>