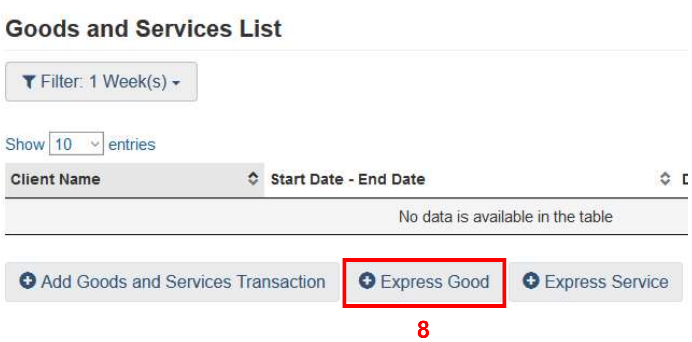
How to Enter a Good Provided to a Client

1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on “How to Log Into HIFIS and Change Service Provider”.

NOTE: There are no steps 2 – 5, continue to step 6.

There are two different means by which you can enter a Good: 1) using **Front Desk** or 2) **searching the client**. Both accomplish the same result and boils down to preference; however, if using the Front Desk method, the user should know for certain which record in HIFIS represents the client. **First are the steps using Front Desk.**

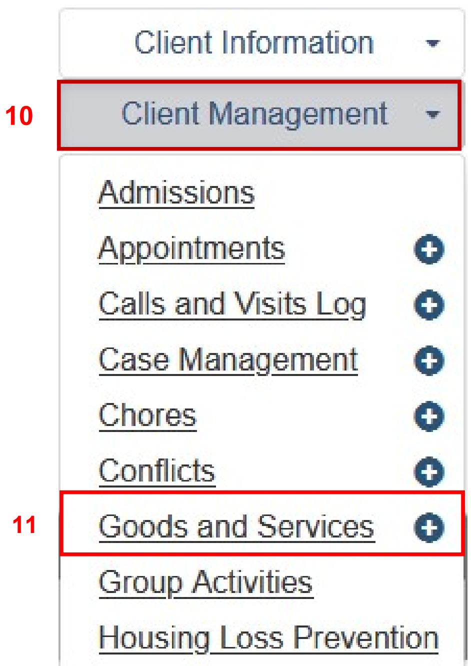
6. Select **Front Desk**.
7. Select **Goods and Services**.



8. Click the **Express Good** button on the **Goods and Services List** screen.

Second are the steps searching the client.

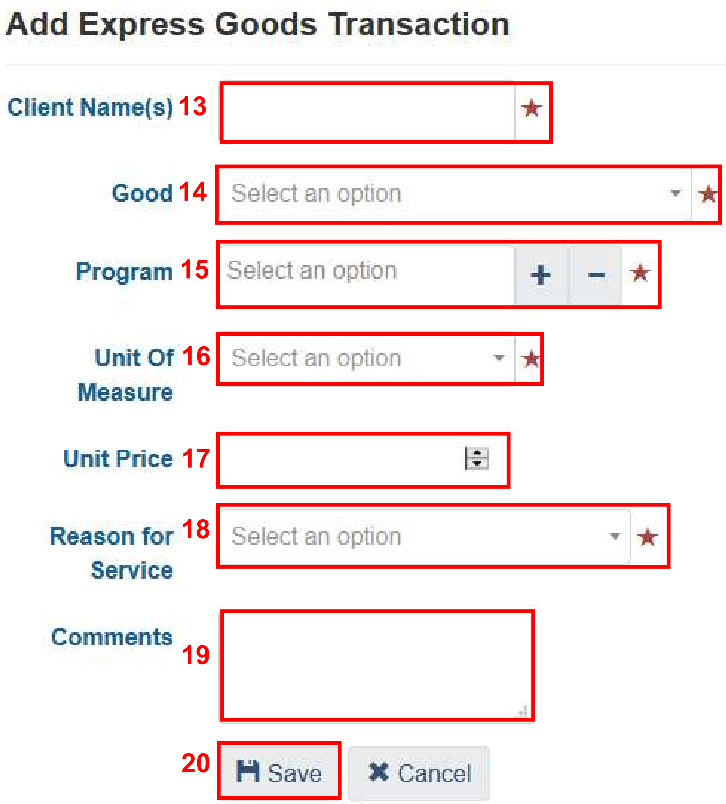
9. After searching and finding the client, on the **Client List** screen select the client record that you want to add a Good to by clicking on the name of the client.



10. Select **Client Management**.
11. Select **Goods and Services**.

12. Click the **Express Good** button on the **Client – Goods and Services** screen.

Both methods above accomplish the same results and bring you to the fields described below for completion. By using **Front Desk** you would need to search for the client in step 13 below because you have not yet identified the client; whereas by first **searching the client** you will not be presented with a Client Name field and you would start at step 14 below and complete the remaining fields.



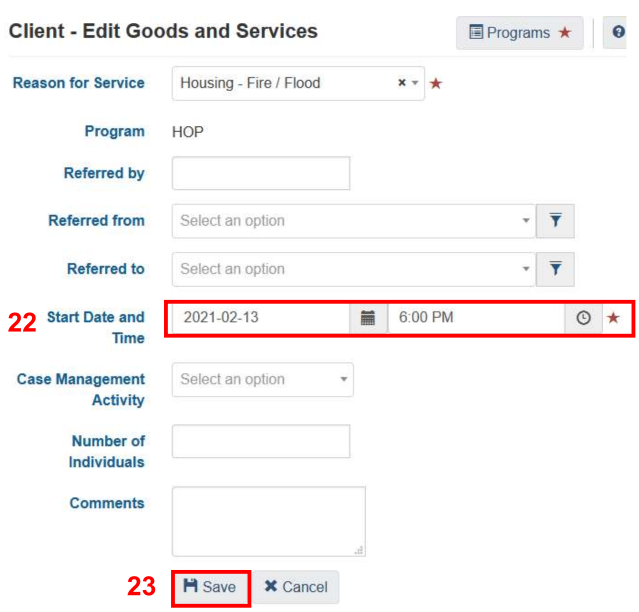
13. Search and select the client when Front Desk is used, otherwise continue to step 14 if searching the client was used.
14. Select a **Good** from the drop-down list.
15. Select the **Program** funding the goods transaction.

◆ **NOTE:** If multiple values are available for Program only one value must be selected.

16. Select **All** for the **Unit of Measure**.
17. Enter the **Unit Price**. This is where the supplement for a non-rent payment must be entered.
18. Select a **Reason for Service** from the drop-down list.
19. Optional: Enter **Comments**.
20. Select **Save** to complete the creation of the Good record.

◆ **NOTE:** By default, the effective Date is the current date and a user must edit the Goods and Services Details transaction if another date is desired. The steps below demonstrate how to change the date for a Goods and Services entry.

21. Click the edit **Goods and Services Details** icon on the **Client – Goods and Services** screen.



22. Edit the **Start Date and Time** for the Goods and Services.
23. Click **Save**.