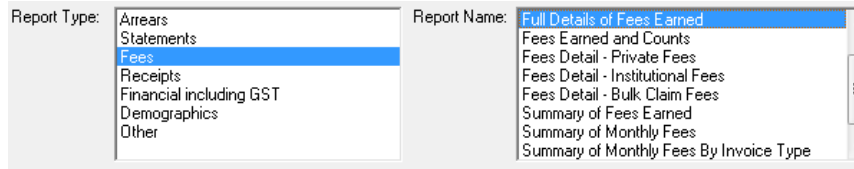


COMMONLY USED REPORTS

The report date of a transaction is the date that transaction gets processed and becomes 'official'. The report date and entry date are usually the same except where bulk billed vouchers are entered and batched on different dates.

REPORT ON FEES

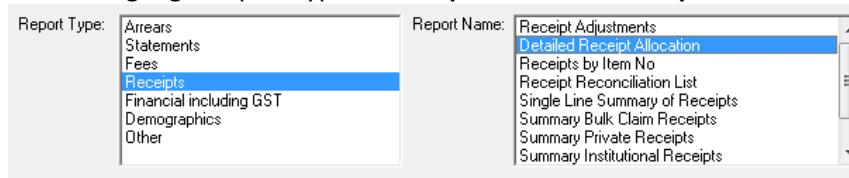
- In **Waiting Room** screen, select **report** → **all reports**
- Highlight report type → **fees** and then the **report name**



- Common reports generated are
 - Full details of fees earned
 - summary of fees earned
 - summary of monthly fees

REPORT ON RECEIPTS

- In **Waiting Room** screen, select **report** → **all reports**
- Highlight report type → **receipts** and then the **report name**



- Common reports generated are
 - Detailed receipt allocation
 - Summary of bulk claim receipts
 - Summary of private receipts
 - Summary of institutional receipts
 - Single line summary of receipts (can be compared to the cumulative totals of the other summaries already listed).



DAYSHEETS

Daysheets report the daily visits and associated billing details for each of the doctors. Details can be reconciled with the appointment book and adjustments made if necessary.

- In **Waiting Room** screen, select **report** → **day sheets** or click on the icon
- Select details of report type, date, practitioner etc and click print
- Tick boxes to Group by Visit Type, Show Totals or Adjustments

