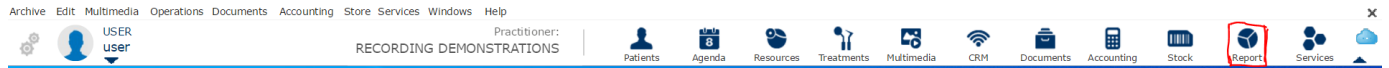


The following reports are Xdent Suggested Reports to facilitate a streamlined set of reports for Daily and Monthly needs.

All reports can be accessed from the "Report" section located at the top right-hand side of the screen and selecting "Accounting reports"



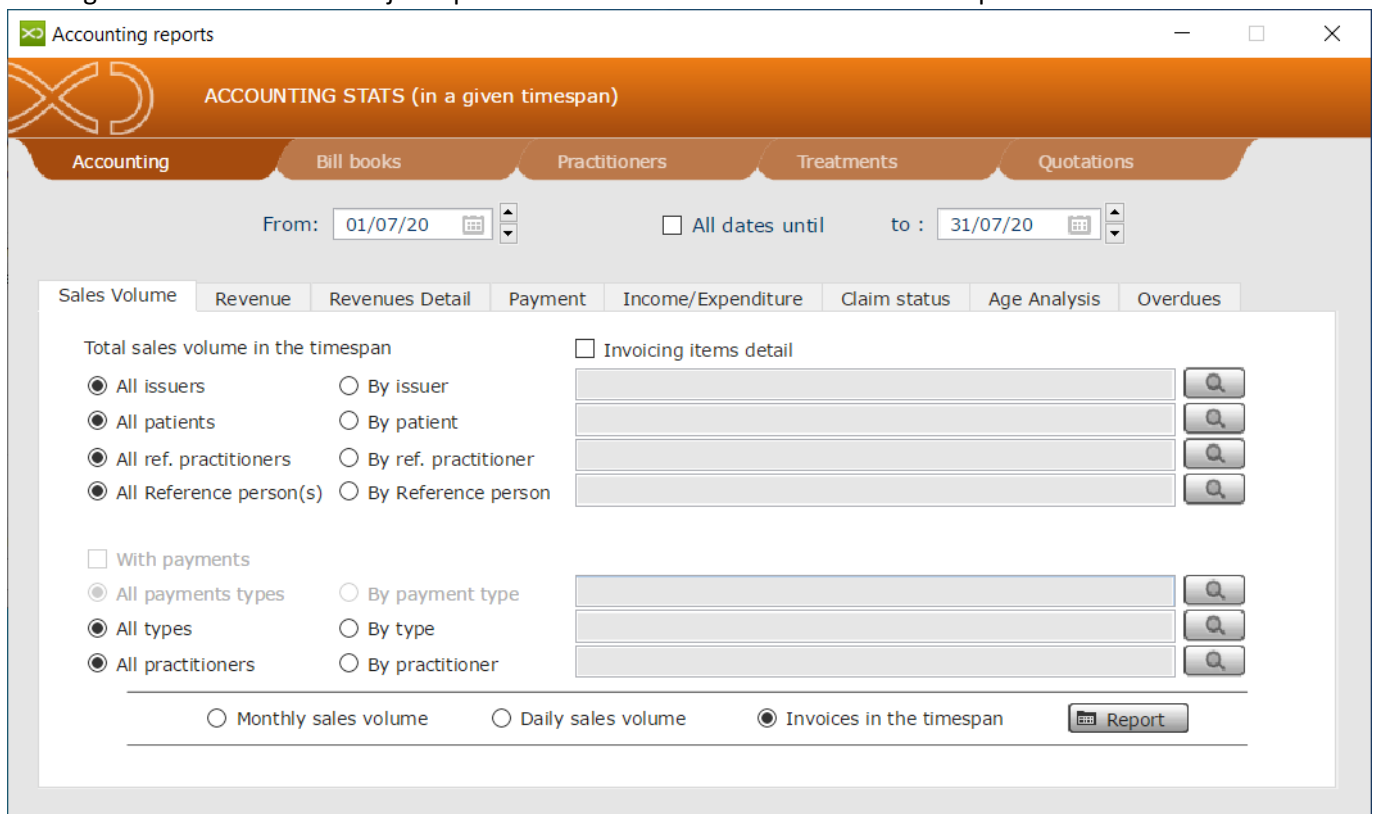
Suggested Day End reports

Patients Invoiced Report (Summery)

Function: To have a list of patients invoiced for a specific Day OR a Specific Date Range containing a summery of the invoiced totals.

Location: Report > Accounting reports > Accounting Tab > Sales Volume option

Leaving all selections as default just update the "From:" and the "To:" dates as required.



The screenshot shows the 'Accounting reports' window with the following details:

- Window title: Accounting reports
- Section: ACCOUNTING STATS (in a given timespan)
- Navigation tabs: Accounting, Bill books, Practitioners, Treatments, Quotations
- Date range: From: 01/07/20 to: 31/07/20
- Sub-sections: Sales Volume, Revenue, Revenues Detail, Payment, Income/Expenditure, Claim status, Age Analysis, Overdues
- Options for 'Total sales volume in the timespan':
 - All issuers
 - All patients
 - All ref. practitioners
 - All Reference person(s)
 - By issuer
 - By patient
 - By ref. practitioner
 - By Reference person
- Options for 'With payments':
 - With payments
 - All payments types
 - All types
 - All practitioners
 - By payment type
 - By type
 - By practitioner
- Summary options:
 - Monthly sales volume
 - Daily sales volume
 - Invoices in the timespan
- Buttons: Invoicing items detail, Report

* Please take note

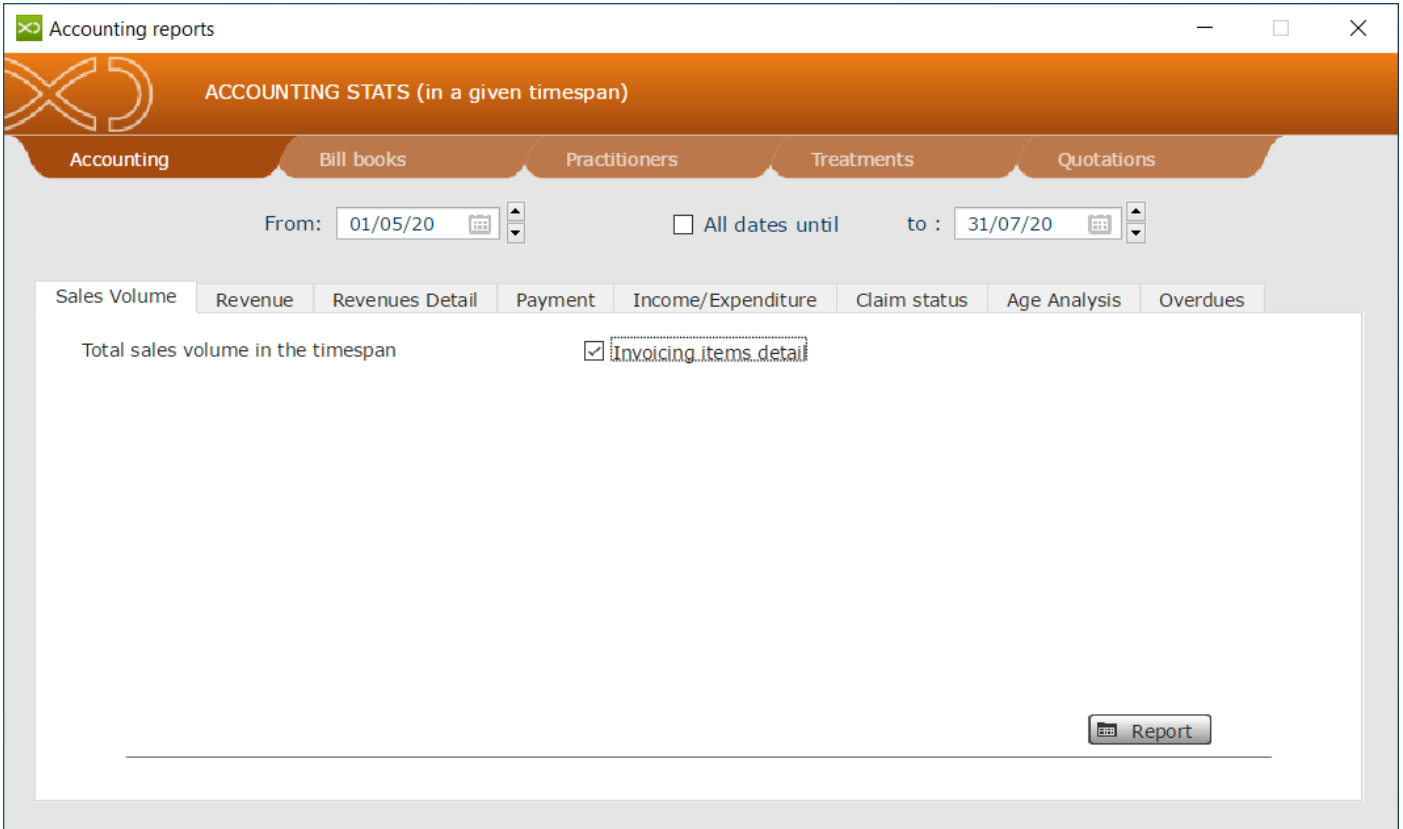
This report can also be used as a Month End Financial Report as well for those monthly income reports.

Patients Invoiced Report (Detailed)

Function: To have a list of patients invoiced for a specific Day OR a Specific Date Range containing a *detailed* list of the invoiced items.

Location: Report > Accounting reports > Accounting Tab > Sales Volume option

Update the "From:" and the "To:" dates as required and select the option " Invoicing items detail" to create a detailed report list.



The screenshot shows a web application window titled "Accounting reports". The main header is "ACCOUNTING STATS (in a given timespan)". Below this are several tabs: "Accounting", "Bill books", "Practitioners", "Treatments", and "Quotations". The "Accounting" tab is active. Underneath, there are date selection fields: "From: 01/05/20" and "to: 31/07/20", with a checkbox for "All dates until". Below these are several sub-tabs: "Sales Volume", "Revenue", "Revenues Detail", "Payment", "Income/Expenditure", "Claim status", "Age Analysis", and "Overdues". The "Sales Volume" sub-tab is active. In the main content area, there is a label "Total sales volume in the timespan" and a checkbox labeled "Invoicing items detail" which is checked. At the bottom right of the content area is a "Report" button.

* Please take note

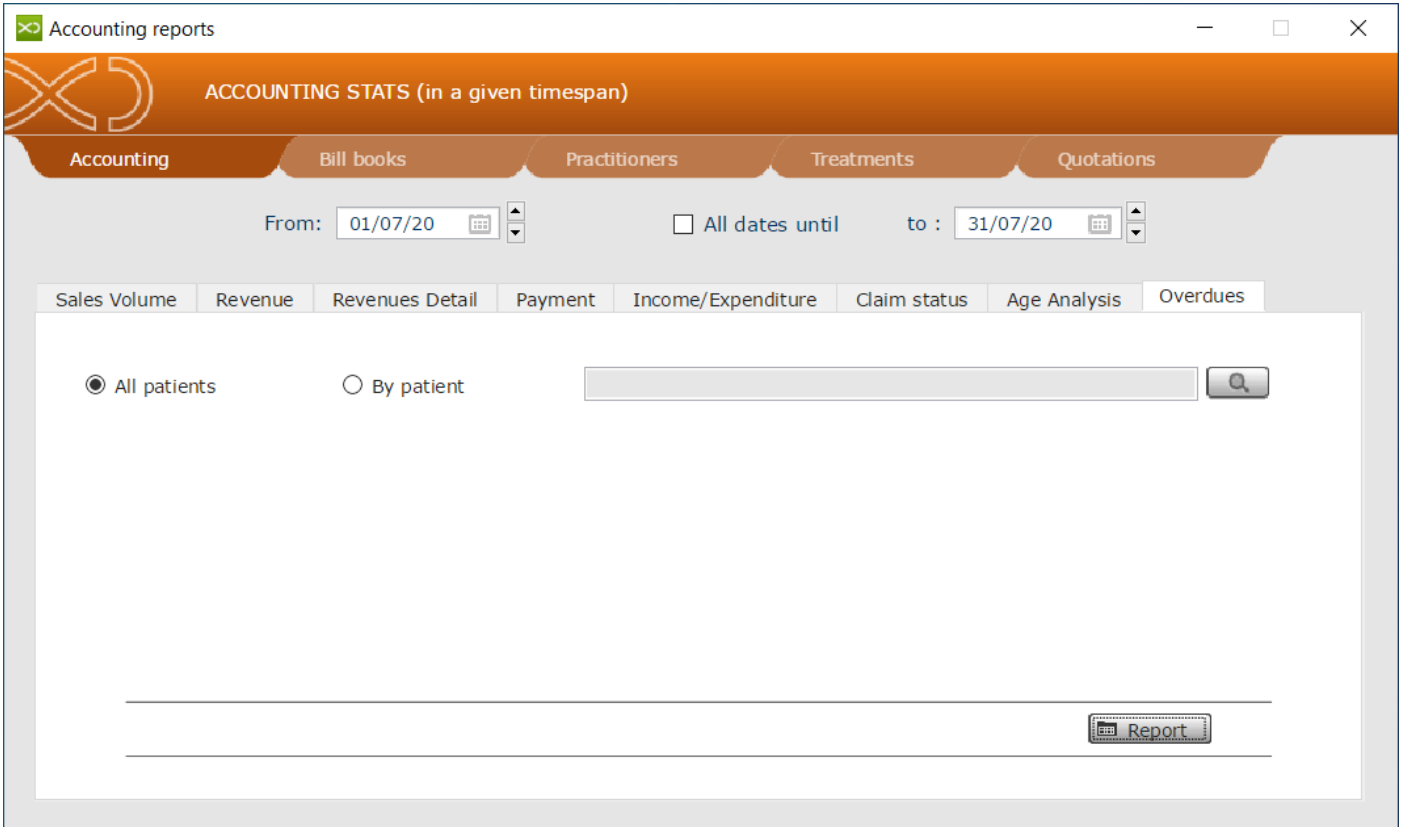
This report can also be used as a Month End Financial Report as well for those monthly income reports.

Account Outstanding Report

Function: To have a list of all outstanding patient's accounts for payment follow-up.

Location: Report > Accounting reports > Accounting Tab > Overdues option

This report will list all accounts with outstanding amounts. It will not give a break down of what treatments or procedures are outstanding. It will merely list the amount outstanding per invoice.

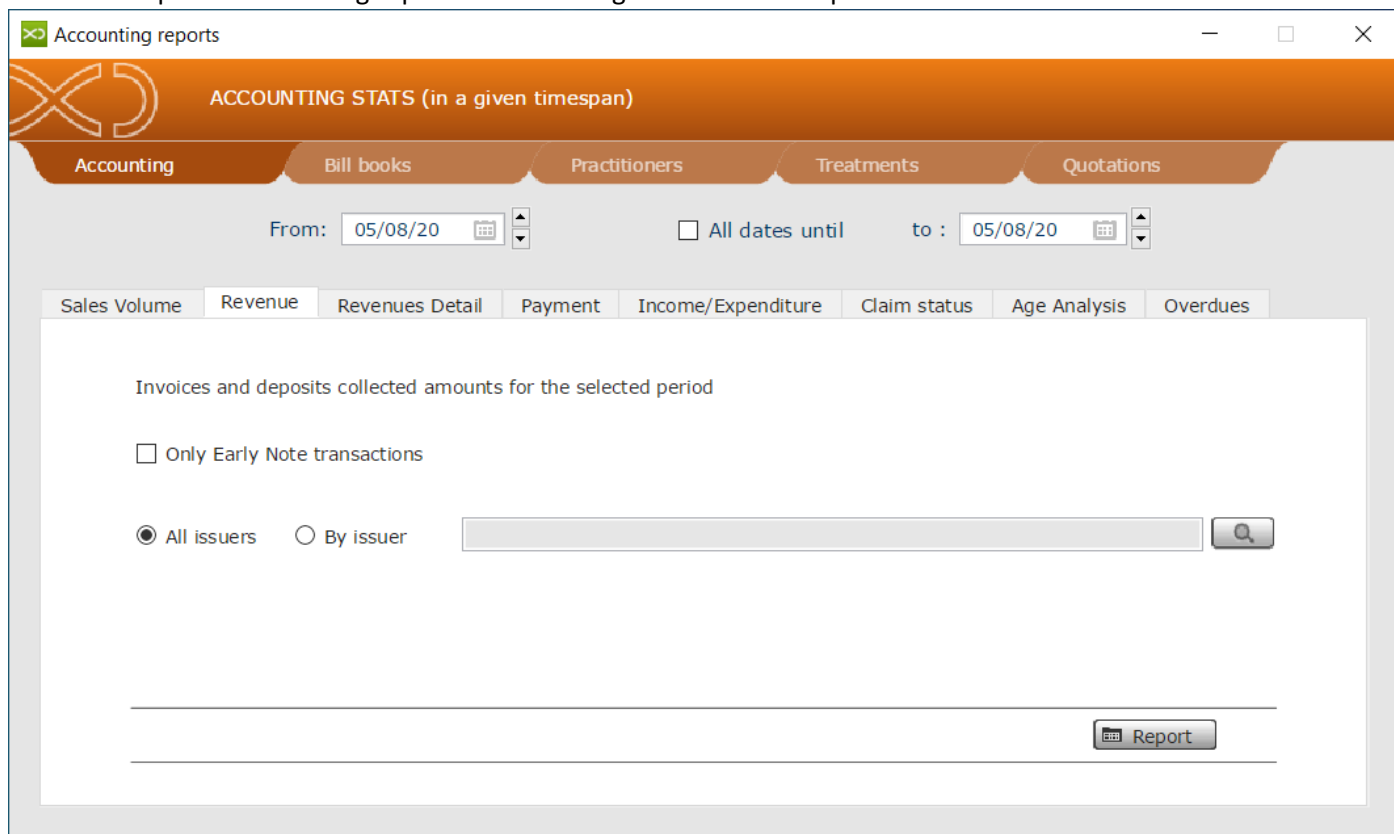


The screenshot shows a web application window titled "Accounting reports". The main header is "ACCOUNTING STATS (in a given timespan)". Below this is a navigation bar with tabs for "Accounting", "Bill books", "Practitioners", "Treatments", and "Quotations". The "Accounting" tab is selected. The interface includes date pickers for "From:" (01/07/20) and "to:" (31/07/20), with an unchecked checkbox for "All dates until". A menu bar contains options: "Sales Volume", "Revenue", "Revenues Detail", "Payment", "Income/Expenditure", "Claim status", "Age Analysis", and "Overdues". The "Overdues" option is selected. Below the menu, there are radio buttons for "All patients" (selected) and "By patient", followed by a search input field with a magnifying glass icon. At the bottom right, there is a "Report" button.

Payments Received Report (Summery)

Function: To give a report on all payments received for a specific date or date range. This will only give a summarised version of the report for a detailed version please see the next page " *Payments received report (Detailed)*"

Location: Report > Accounting reports > Accounting Tab > Revenue option



The screenshot shows a web application window titled "Accounting reports". The main header is "ACCOUNTING STATS (in a given timespan)". Below this are several tabs: "Accounting", "Bill books", "Practitioners", "Treatments", and "Quotations". The "Accounting" tab is selected. The form includes a date range selector with "From: 05/08/20" and "to: 05/08/20", and a checkbox for "All dates until". Below the date range are several sub-tabs: "Sales Volume", "Revenue", "Revenues Detail", "Payment", "Income/Expenditure", "Claim status", "Age Analysis", and "Overdues". The "Revenue" sub-tab is selected. The main content area contains the text "Invoices and deposits collected amounts for the selected period". There is a checkbox for "Only Early Note transactions" and two radio buttons for "All issuers" (selected) and "By issuer". A search bar is located to the right of the radio buttons. At the bottom right of the form is a "Report" button.

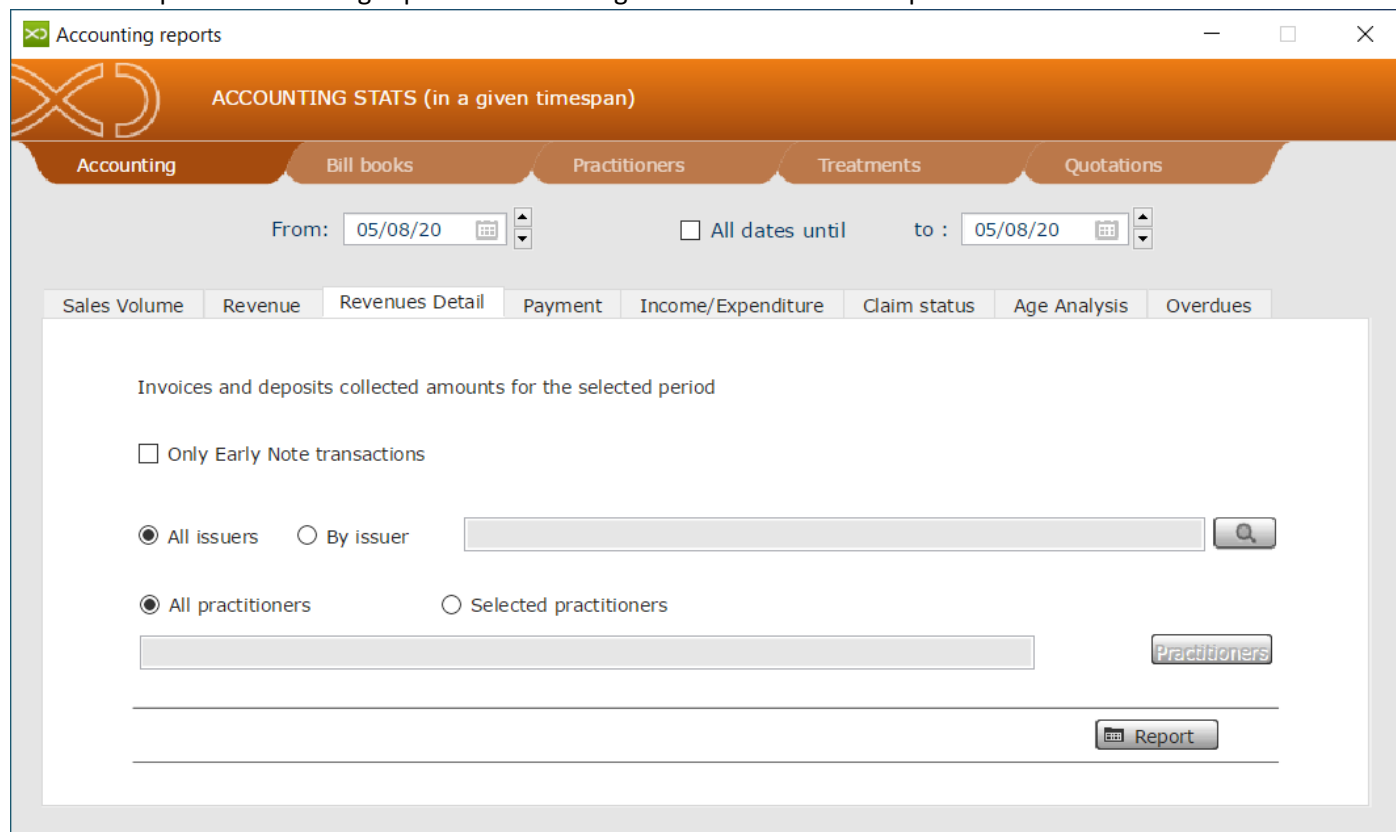
* Please take note

This report can also be used as a Month End Financial Report as well for those monthly income reports.

Payments Received Report (Detailed)

Function: To give a report on all payments received for a specific date or date range. This will list more details on payments made.

Location: Report > Accounting reports > Accounting Tab > Revenue Detail option



The screenshot shows a web application window titled 'Accounting reports'. The main header is 'ACCOUNTING STATS (in a given timespan)'. Below this are several tabs: 'Accounting', 'Bill books', 'Practitioners', 'Treatments', and 'Quotations'. The 'Accounting' tab is active. The interface includes date selection fields for 'From' (05/08/20) and 'to' (05/08/20), with an option for 'All dates until'. A navigation bar contains tabs for 'Sales Volume', 'Revenue', 'Revenues Detail', 'Payment', 'Income/Expenditure', 'Claim status', 'Age Analysis', and 'Overdues'. The 'Revenues Detail' tab is selected, displaying the text 'Invoices and deposits collected amounts for the selected period'. There are several filter options: a checkbox for 'Only Early Note transactions', radio buttons for 'All issuers' (selected) and 'By issuer' with an adjacent search field, radio buttons for 'All practitioners' (selected) and 'Selected practitioners' with an adjacent search field, and a 'Practitioners' button. A 'Report' button is located at the bottom right of the main content area.

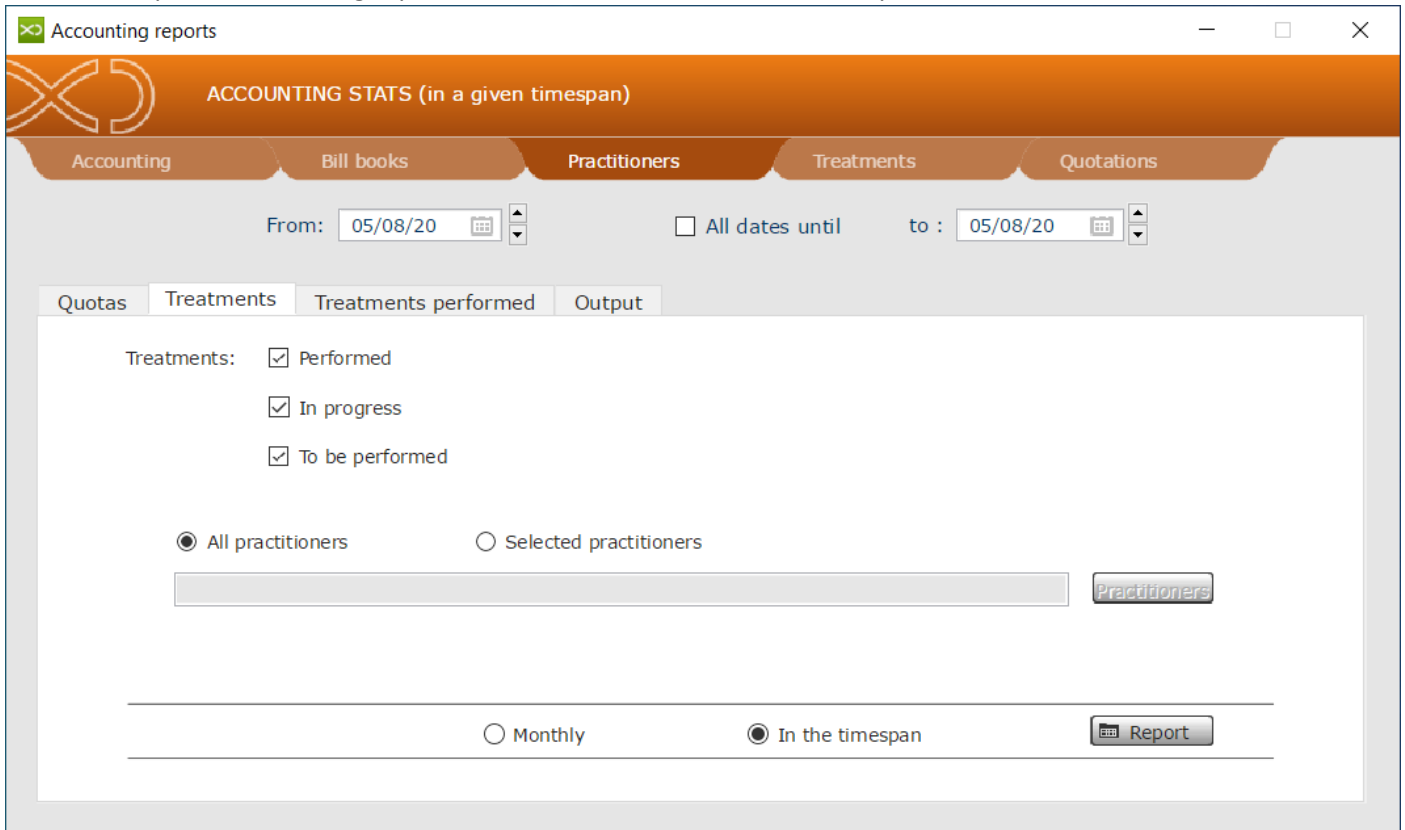
* Please take note

This report can also be used as a Month End Financial Report as well for those monthly income reports.

Treatment Reports

Function: To get a list of all patients and the treatments associated to these patients as well as seeing the status or progress of these treatments.

Location: Report > Accounting reports > Practitioners Tab > Treatments option



The screenshot shows a web application window titled "Accounting reports". The main header is orange and contains the text "ACCOUNTING STATS (in a given timespan)". Below the header is a navigation bar with tabs: "Accounting", "Bill books", "Practitioners", "Treatments", and "Quotations". The "Practitioners" tab is active. The interface includes date selection fields: "From: 05/08/20" and "to: 05/08/20", with a checkbox for "All dates until". Below these are filter tabs: "Quotas", "Treatments", "Treatments performed", and "Output". The "Treatments" filter is selected, showing three checked options: "Performed", "In progress", and "To be performed". There are radio buttons for "All practitioners" (selected) and "Selected practitioners", followed by a text input field and a "Practitioners" button. At the bottom, there are radio buttons for "Monthly" and "In the timespan" (selected), and a "Report" button.

Suggested Month End reports

Age Analysis (Summery)

Function: To get a list of all 30, 60, 90, 120+ days outstanding accounts.

Location: Report > Accounting reports > Accounting Tab > Age Analysis option

Leaving all selections as default this will give a summarized report on the patient account aging.

For more details as to what treatments are still outstanding select the " Show details"

X ACCOUNTING STATS (in a given timespan)

Accounting | Bill books | Practitioners | Treatments | Quotations

From: All dates until to :

Sales Volume	Revenue	Revenues Detail	Payment	Income/Expenditure	Claim status	Age Analysis	Overdues
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View by

Patients

Third Party Payers

Filter by patient:

Filter by category:

Filter by TP Payer:

Show details

Aging buckets

All

30+ days

60+ days

90+ days

120+ days

Order by

Account No.

Account Name