

SmartSeries (version 3) - Year End Reports

This paper is to aid you in running your fiscal or financial year end. A financial year end is a 12 month period used for calculating annual statements. The 12 month period does not have to be a calendar year and is determined by your business practice therefore the date of your year end will differ from that of another business.

Before you begin running your year end reports, please recalculate your balances. Go to maintenance and click on **Recalculate Balances** and click on **All Patients**.

A/R Aged Report

Run this report *before* your year end date so that you can reconcile any outstanding monies before you run the Transaction Summary Report to send to the accountant.

This report prints all outstanding balances. The balances are sorted into 0-30 days, 30-60 days, 60-90 days and 90 +days. The **A/R Report** includes patient name and the invoice line item service date and fee item. It is sorted by account, insurer and patient name.

To run the report go to **File**, select **Reports**, select **Accounting Reports**, select **A/R Aged**; make sure your put a check mark beside **All Accounts**, **All Insurers**. This will give you a detailed report, if you require just a summary put a check mark beside **Summary**.

Transaction Summary Report

The Transaction Summary report summarizes all transactions for the transaction dates, insurers and accounts you choose. This report is sorted by account and then by insurer. It lists all revenue; charges and credits, and all cash; payments and refunds for dates selected. It also lists write-offs and any balances owing. You can print each account on a separate page for confidentiality.

To run this report, go to **File**, select **Reports**, select **Accounting Reports**, and then select **Transaction Summary**. Make sure to select your date range, **All Accounts**, **All Practs**, **All Payees**, and **All Insurers**. If you require separate pages for each account then put a check mark beside **Separate Accounts**.

Reset Insurance Counters (New Calendar Year)

Run this utility on the first day that your practice is open in the New Year. This maintenance feature resets insurance counters to zero for all insurances that have a reset date that is past the current date; resets the invoice count to zero, the allowed invoice amount per term to zero and the total deductible per term to zero. This feature is mainly used for Chiropractors, Registered Massage Therapists, Naturopaths, Podiatrist and Physiotherapists. To run **Reset Insurance Counters** go to **Maintenance**, and click on **Reset Insurance Counters**