



Updated April 2017

Exact End of Day Reports

End of day

There are 2 reports that need to be scanned and uploaded onto Evernote at the end of the day. Please note that providers should be provided with a report at the end of the day for their records.

1. Cashing Up
2. Daily Activity- Following Daily activities must be the Hicaps Settlement receipts
- 3 (Optional) Cash deposit spreadsheet if money has been banked
4. (Optional) any direct debits such as DVA or Child benefit scheme etc. Please note these are required to be split and allocated to the correct providers and will reflect in the receivables column on daily activities.

Please see attached copies for how these must look.

Things to note -

The daily activity sheet has 9 (payment) columns. You are required to personally tick each payment that has been received that day for each provider's daily activity report. This will ensure that there are no data input discrepancies between providers.

The total figure that is banked must be for that provider only, no stock etc... Simply all monies received and banked that day for that provider only.

All stock must be banked under Dr Ian Ho, this must be reflected in a daily activity report and this amount if banked under Dr Ian Ho it will not falsely inflate providers received figures.

All Reports must be printed by your ADMIN account only as this helps keep track of how many times it has been accessed. ADMIN accounts will only be accessed by authorised holders such as Practice Managers & Head Office.

*These reports **must** be uploaded into Evernote in the following order :*

1. Cashing up
2. Receipts attached to cashing up summary
3. Daily Activity for each provider

Cash deposit spreadsheet and any direct debit statements if received on this day – these must be put in the correct notebook on evernote

How to get to these reports

Click on Reports

The screenshot shows the EXACT Professional software interface. The 'Reports' menu item in the top navigation bar is highlighted with a red box. An arrow points from the text 'Click on Reports' to this menu item. Below the menu, a calendar view for Saturday, 14/11/15, is visible, showing a grid of time slots (09:00 to 06:00) for different departments: IHO, BB, EQ, and CONV. At the bottom, a patient record for 'Mr David Mckown' is displayed, with a follow-up appointment on 23/11/2015 at 00:30 for 'A-EXAM'.

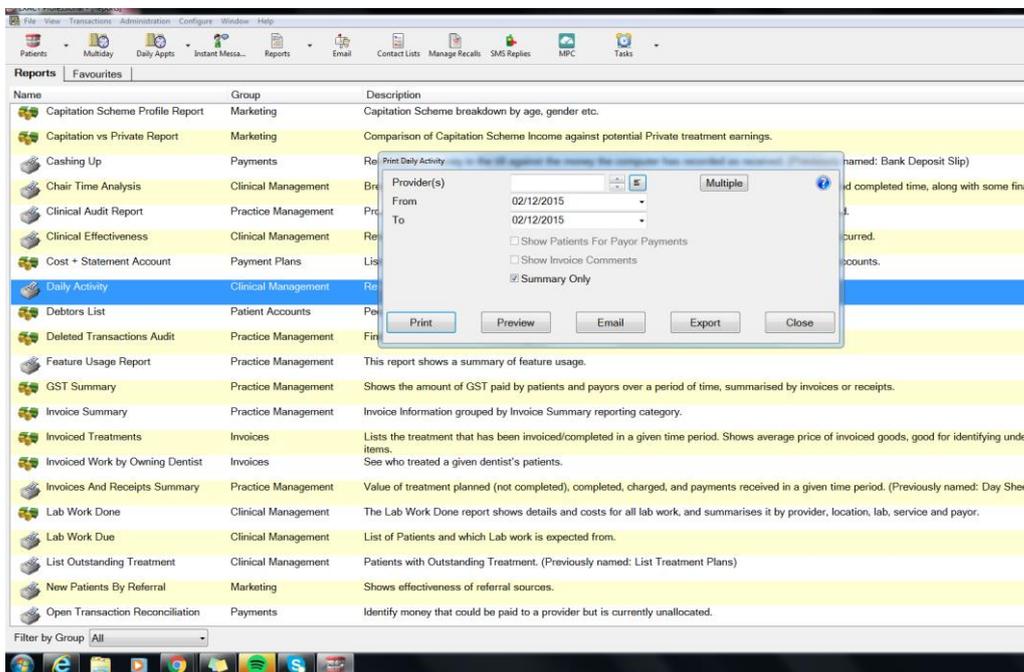
1. Daily Activity Print out

The screenshot shows the 'Reports' menu in EXACT Professional. The menu is titled 'Reports' and 'Favourites'. It contains a list of reports with their respective groups and descriptions. The 'Daily Activity' report is highlighted in blue.

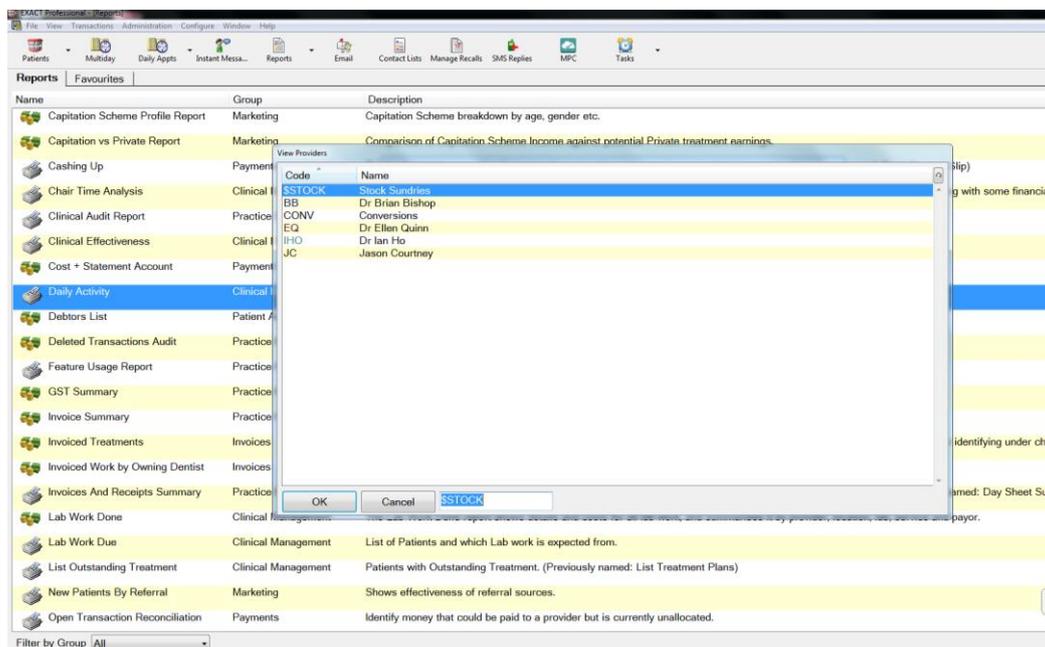
Name	Group	Description
Activity Summary	Practice Management	Value of treatment planned (not completed), completed, charged, and payments received in a given time period. (Previously named: Day Sheet Summary)
Allocated Payments	Payments	Use this to calculate how much to pay associates or hygienists. This report shows net Payment figures, after Payment adjustments are taken into consideration.
Appointment Analysis	Practice Management	Time and Financial analysis of Appointment Time. Includes statistics for Failed/Cancelled Appointments.
Appointment Summary Report	Marketing	Shows breakdown of time allocated in Appointment Book for different Patient Groups.
Appointment Workflow Compliance	Practice Management	Review number and percentage of appointments completing the required workflow with failures reported by workflow actions, users and patients.
COT Costs Exceed Invoices	Payment Plans	Identifies Payment Plans where Costs accrued so far are greater than the Instalments that have been invoiced to date. Review these plans to determine if the value or frequency of Instalments should be altered to ensure that costs are covered throughout treatment.
Capitation Scheme Profile Report	Marketing	Capitation Scheme breakdown by age, gender etc.
Capitation vs Private Report	Marketing	Comparison of Capitation Scheme Income against potential Private treatment earnings.
Cashing Up	Payments	Reconcile the money in the till against the money the computer has recorded as received. (Previously named: Bank Deposit Slip)
Chair Time Analysis	Clinical Management	Break down of the patients' time at the practice by arrival time, wait time, seated time, in-chair time, and completed time, along with some financial detail of the visit.
Clinical Audit Report	Practice Management	Produce an audit of work completed by category in a format suitable to be sent to the BACD if required.
Clinical Effectiveness	Clinical Management	Review the effectiveness of specific treatments by seeing what subsequent treatment actions have occurred.
Cost + Statement Account	Payment Plans	Lists Cost and Statement account totals for individual patients, and calculates the sum of these two accounts.
Daily Activity	Clinical Management	Review information entered into EXACT today. (Previously named: Day Sheet)
Debtors List	Patient Accounts	People who owe Money to the Practice. (Previously named: Patient Balance Summary)
Deleted Transactions Audit	Practice Management	Find deleted transactions within a given period.
Feature Usage Report	Practice Management	This report shows a summary of feature usage.
GST Summary	Practice Management	Shows the amount of GST paid by patients and payors over a period of time, summarised by invoices or receipts.
Invoice Summary	Practice Management	Invoice Information grouped by Invoice Summary reporting category.
Invoiced Treatments	Invoices	Lists the treatment that has been invoiced/completed in a given time period. Shows average price of invoiced goods, good for identifying under charging of treatments or sundry items.
Invoiced Work by Owning Dentist	Invoices	See who treated a given dentist's patients.

Filter by Group: All

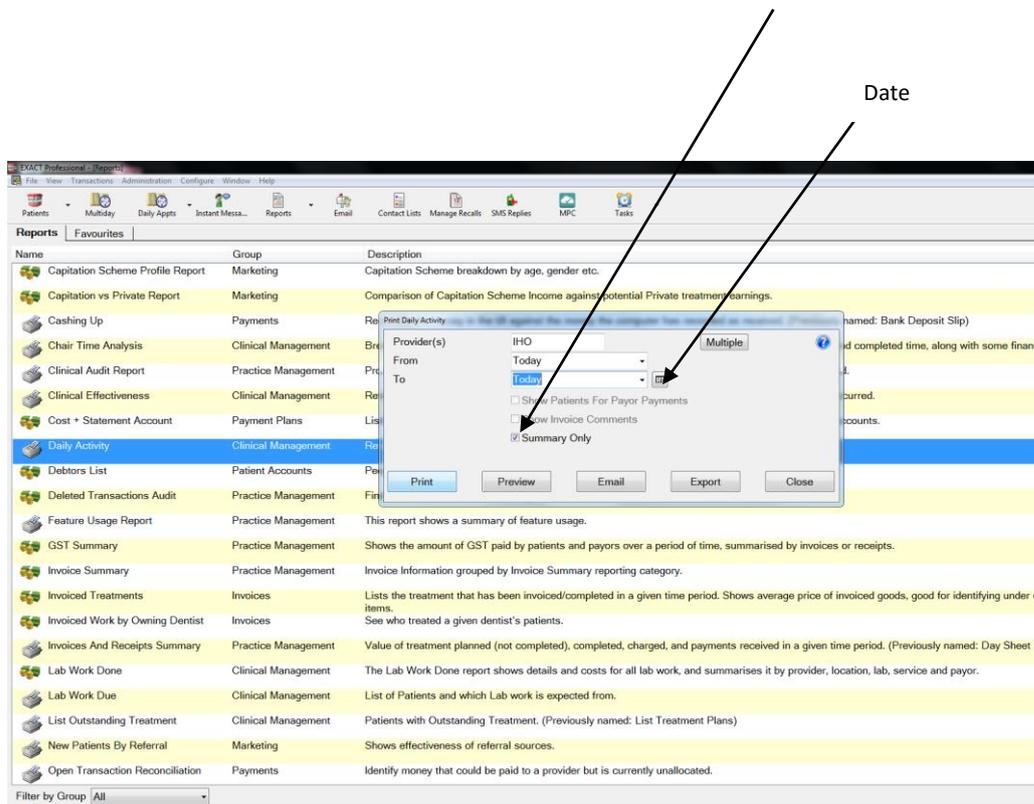
Once you click onto the Daily activity the following screen will be seen



The next screen will prompt you to choose a provider that you are wanting to print the daily activity for. Please remember that you must print a daily activity report out for each provider including stock for that day.

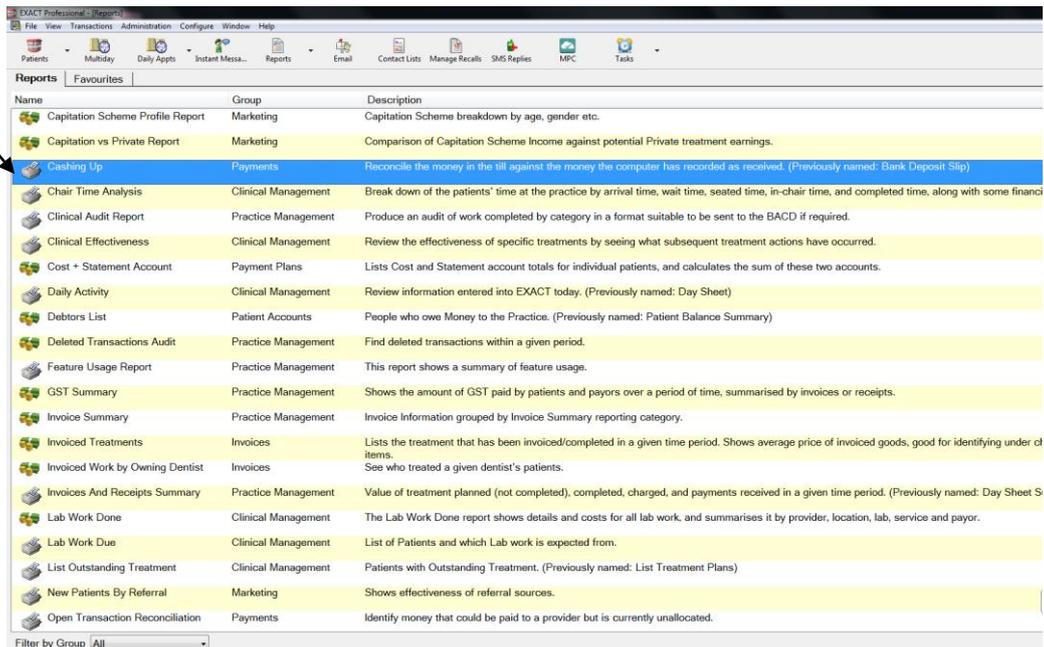


Once you have chosen which provider you are printing for make sure that you have selected the correct date for your print outs. Next step is to make sure that Summary only is ticked and press print.

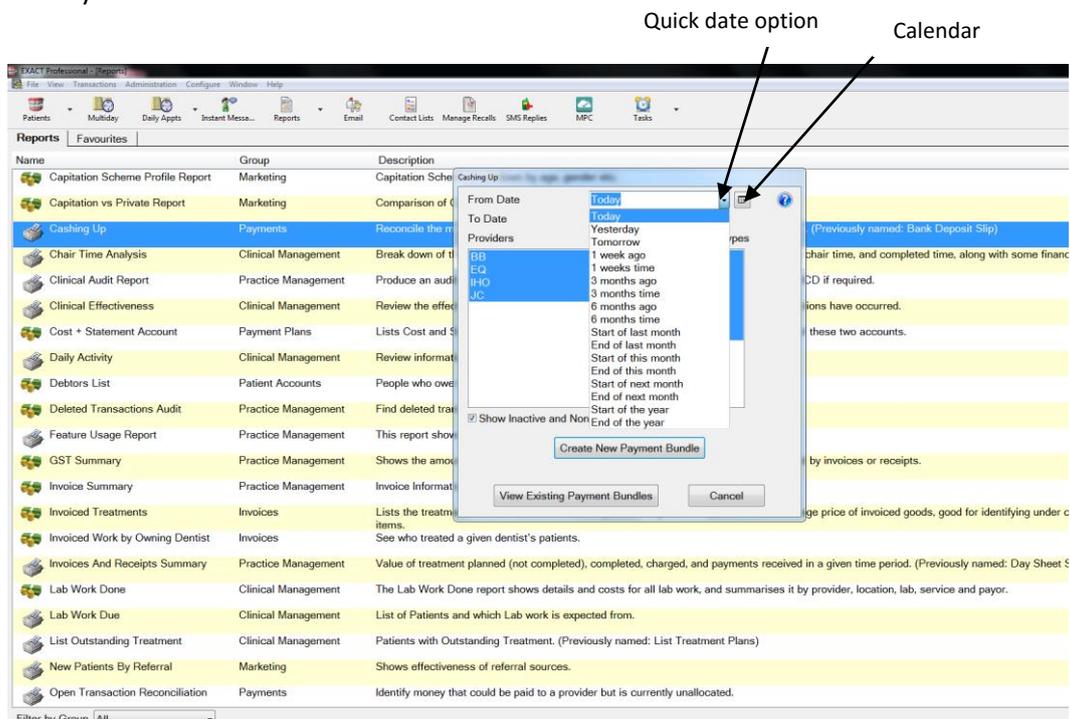


Repeat process for each provider & stock.

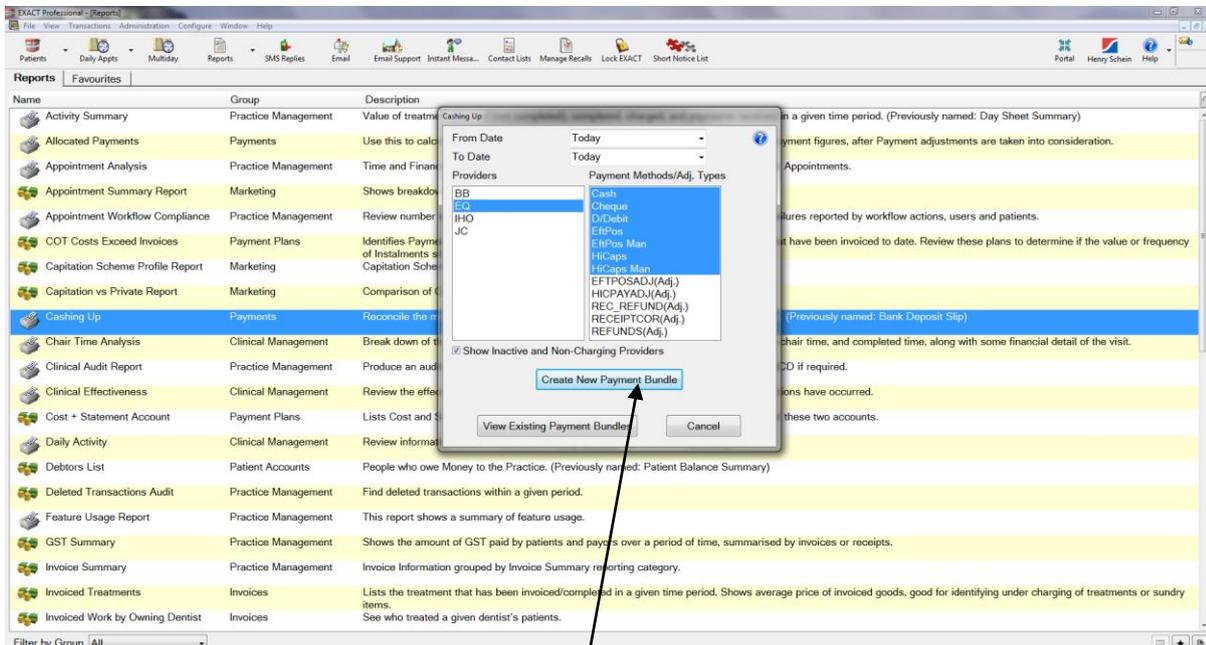
2. Cashing up Report



Once you have opened the Cashing up report the following screen will appear. This is where you must ensure you have chosen the correct date.

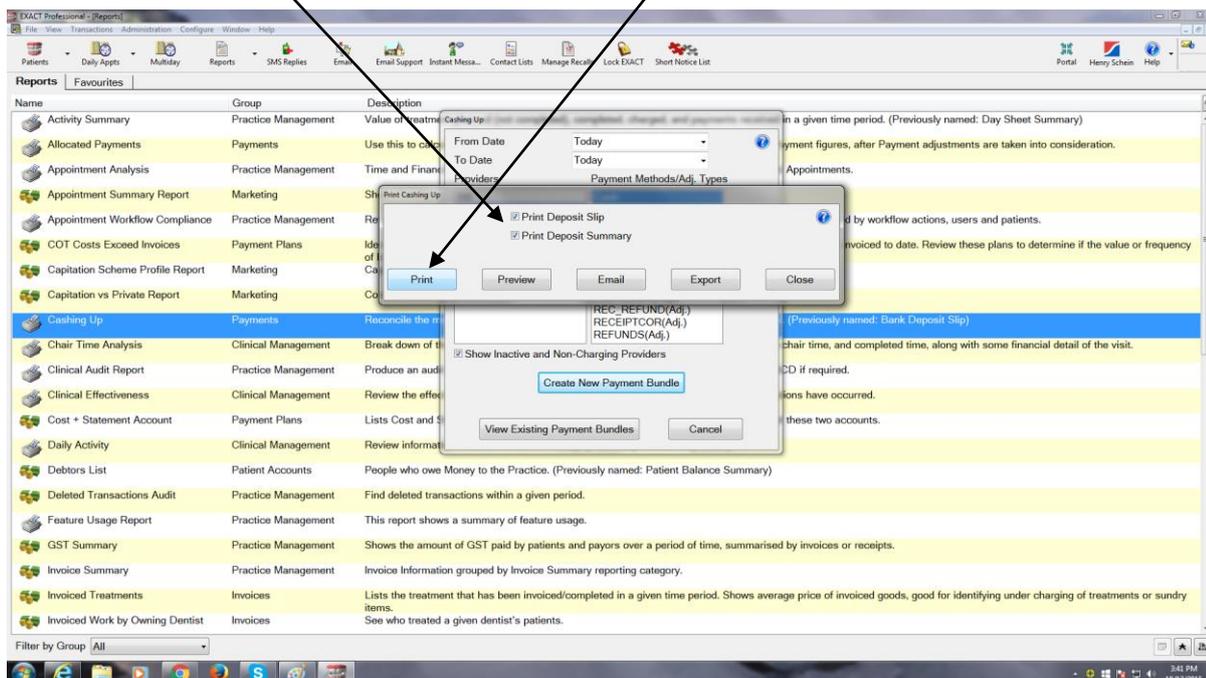


Once selecting the correct date that you are wishing to print the report for you must then ensure you have chosen the correct provider/s . The only providers that should be on the report are the providers that worked on that day – Do NOT include all providers if in fact they did not work that day. This is where you must have the correct payment methods/adj types chosen. Press Create New Payment Bundle.

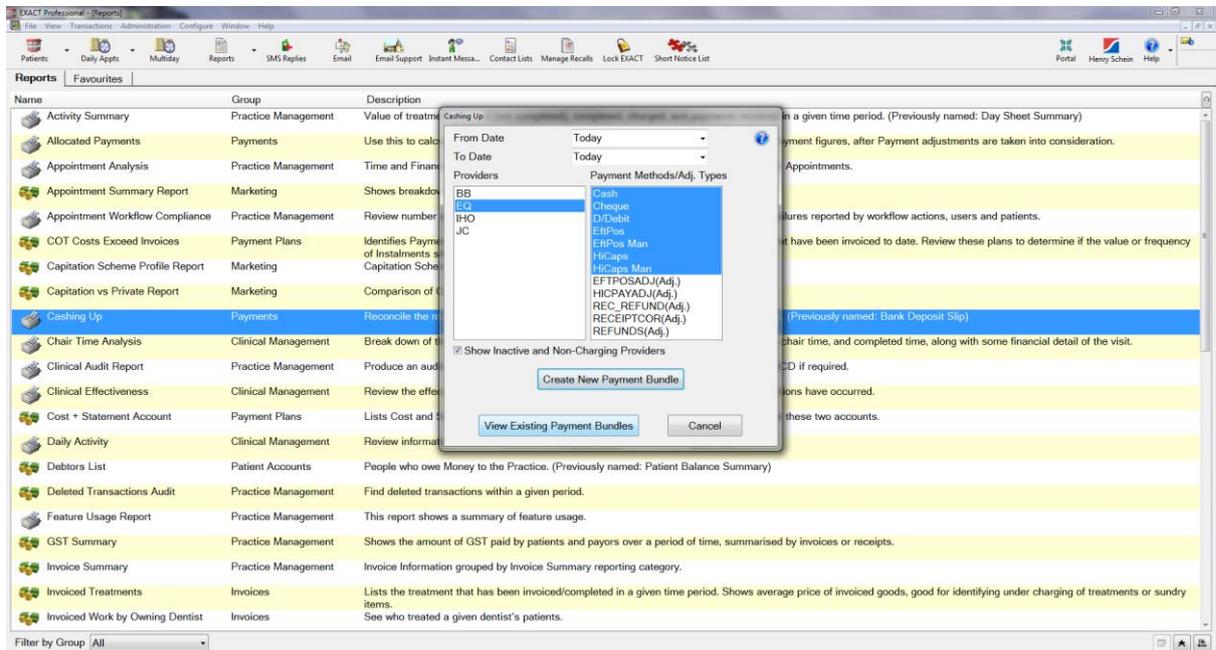


Payment bundle

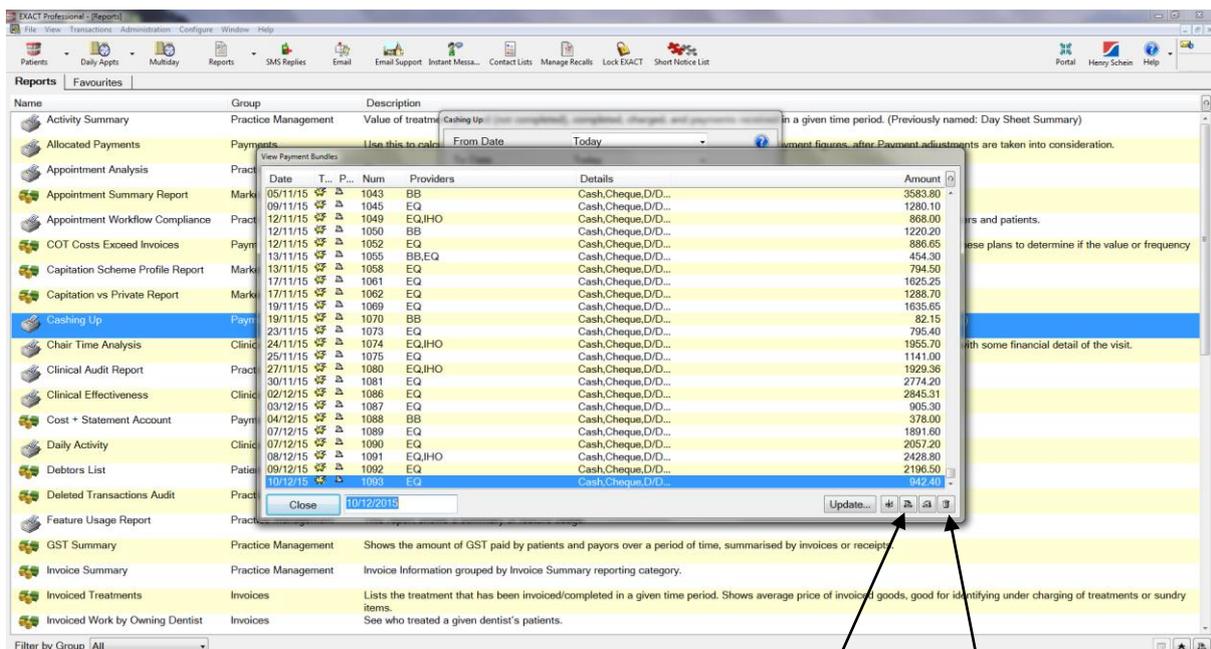
The Following screen will appear prompting you to print. Please make sure that both Print Deposit Slip and Print deposit summary has been ticked. Press Print



If there is a time where you have made a mistake and need to delete or reprint a payment bundle you can do this by pressing the view existing payment bundle option.



Once you have selected to look at the existing payment bundles the following screen will appear and you will have the option to either delete or reprint. Please ensure you have selected the correct bundle



Reprint

Delete