



Academy SOLUTIONS VET

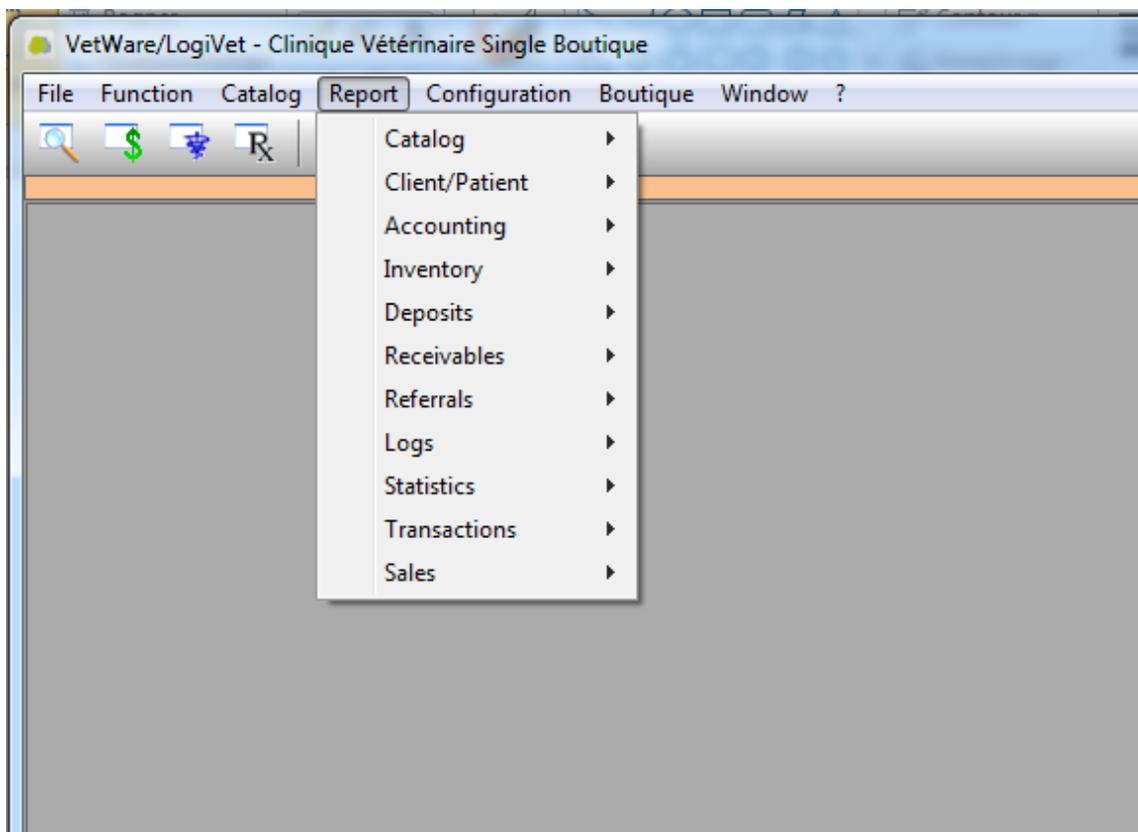
Module 8 – Reports version 4.3

Module 8 – Reports

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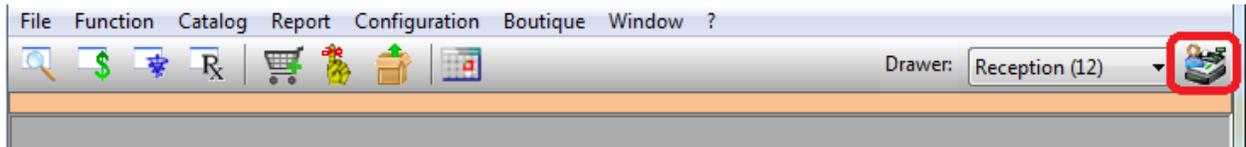
Your system includes an extensive set of reports that provide a wide variety of financial and statistical analysis. This document will outline the basic contents of each of the available reports. Reports that are more commonly used by a typical clinic are indicated with a star. ★

With the exception of Cash Drawer reports, all other reports are found under «Reports»...:



1. Cash Drawer Reports ★

These reports are found in Management of Cash Drawers and Shifts, which is accessible from the toolbar icon:



Summary

- Typically, staff will use the Summary report to balance their till at the end of their shift or day.
- The Summary report provides the total number of invoices and total monies received for each payment type.
- It includes a section that the staff can fill out to total up the cash.

Detailed

- Shows the payment details for all invoices and includes the Client name, identification number Reference number, invoice number and the amounts.
- May be useful in finding balancing errors.

2. Catalog

Configuration of groups

- Shows your current set of Groups, sorted by Group Description.
- Shows all products and services tied to the group.
- Includes group properties, i.e. detail visible, detailed price visible, species applies to, etc.

Prices – Products

- Alphabetical list of products.

- Includes category, fixed cost (Flat Charge or Dispensing Fee), mark up, cost, billing price and indicates if billing price is fixed (if billing price is fixed, mark up value is not shown.)

Prices – Products by category

- Same as above.
- Report is grouped by Product Category.

Prices – Products by category – abridged

- List of Products, grouped by category.
- Only includes Product, fixed cost and billing price.

Prices – Services

- Alphabetical list of services.
- Shows price schedule and item number, price, category, type (i.e. unit, time range, weight, etc.) and range, sex and species to which the service applies.

Prices – Services by category

- Same as above.
- Report is grouped by Service Category.

Prices – Services by category - abridged

- List of Services, grouped by category.
- Only includes Service, price schedule, item number, type and price.

3. Client/Patient

Client List with discounts

- Alphabetical list of clients with system defined discounts.
- Itemized by Product and Service Category, shows % of discount for each category.
- On Products, indicates whether straight discount or cost plus percentage.

Client List

- List of Clients and Animals seen since a user defined date.
- Includes address, identification number and reference numbers plus primary phone number (with type)

Client List - abridged

- Same as above, but without animals.

Client with email

- List of client in alphabetical order grouped by language that has an email.

Client List/labels in revenue order

- List of clients in descending order of revenue, based on user defined date range.
- Includes full address info, total revenue and number of invoices per client.
- User may print the list or generate mailing labels.
- User can also limit the number of clients, thereby generating a "Top 500" (or other) list.

Client List based on last visit date

- List of clients seen within a user defined period, presented in alphabetical order.
- Includes complete address, identification number and reference numbers, last visit date and primary phone number

Daily Transactions by date

- Displays a list of transactions for a particular client, within a user defined date range.

- Prints in ascending chronological order.
- Shows the date, invoice number, item included on the invoice, quantity sold and billing amount.
- Invoice totals are given as well as a grand total for all transactions on the report.
- Discounts are shown – does not include taxes or payment information.

Daily Transactions by products/services.

- Displays a list of transactions for a particular client, within a user defined date range.
- Items are shown in alphabetical order and are grouped by Products and Services.
- Shows the name of the item, the date sold, invoice number, quantity sold and billing amount.
- Totals are given for products, services, as well as a grand total for all transactions.
- Discounts are shown, does not include taxes or payment info.

Rabies tag list

- Produces a list of all Rabies Tag numbers found in the system.
- Grouped by year, printed in ascending order.

Cremation list

- List of animals with body disposal (service used with the property “incl. on disposal report”.)
- Printed based on user defined date range, in ascending chronological order.
- Shows Client and Animal names, identification number and reference number, species, breed and weight.

Deceased patient list

- List of deceased animals in alphabetical number.
- Printed based on user defined date range.
- Includes Owner and Animal names, identification number and reference number, species, breed and date of death.
- Also includes the regular clinic and Veterinarian names and phone number, if specified in Animal details

4. Accounting

Accounting transactions – detailed

- Lists the accounting details generated for every financial transaction (sale, payment, invoice, etc.), grouped by GL account description: Accounts Receivable, Bank, Deposits, GST on Sales, Revenue on Products and Revenue on Services (for each GL Account that has been defined by the user.)
- Shows the date, invoice number, name of the client and/or employee (in the case of deleted payments), type of transaction (invoice, payment, instalment etc.) and the debit or credit value for each transaction for a user-defined period of time.

Accounting transactions – summary



- Summarizes the accounting details (shown in the above report) by GL Account and for each account provides a view of the Debits, the Credits and the change of accounting position (Debits – Credits) for a user-defined period of time.
- Includes the GL Account description and clinic's GL account number (reference to the in-house accounting package used) for each account.

Transaction log

- Summarizes the accounting details (shown in the above report) by GL Account and for each account provides a view of the Debits, the Credits and the change of accounting position (Debits – Credits) for a user-defined period of time.
- Includes the GL Account description and clinic's GL account number (reference to the in-house accounting package used) for each account.

5. Inventory

Inventory by category

- Shows current inventory levels for all products (shows bar code, cost price, current stock quantity and value of current stock.)
- Products are grouped by category with page break between each category.
- Total value of stock is given on the last page, totals are also reported on each category.

Inventory by category, lot

- Same as above, but shows separate stock quantity for each lot number of each product.
- Includes lot number and expiry dates.

Inventory by establishment, category

- Shows current inventory levels for all products. Shows bar code, cost price, current stock quantity and value of current stock by establishment. (For multi-establishments.)

Inventory by product ★

- Alphabetical list of all products with cost price, current stock quantity and stock value.

Inventory by product, lot

- Same as above, but shows separate stock quantity for each lot number of each product.
- Includes lot number and expiry dates.

Inventory by establishment, product

- Alphabetical list of all products with cost price, current stock quantity and stock value by establishment (for multi-establishments.)

Products to order ★

- Alphabetical list of products whose stock quantity is at (or below) the “Order when at” quantity.
- Report shows the supplier name and product number, current stock quantity, min and max values for each product, quantity to order.
- Also includes cost price and total ordering cost for each item, as well as a total order value.

Products to order by category

- Same as above, but products are grouped by category with page break between each category.
- Total order value is given on the last page, but are also reported on each category.

Products with negative lot

- Alphabetical list of products where current stock quantity is a negative value.
- Shows the affected Lot number, includes supplier product number.

Expired product ★

- Alphabetical list of products where lot expires on or before a user defined date.
- Includes Lot number, current stock quantity and value, expiry date and supplier product number.

Adjustment transactions

- Shows all adjustments made to products during a user-defined period.
- Products are listed alphabetically, grouped by category.
- Includes the adjustment type (correction, waste, internal use etc.) date, description and name of the employee who performed the adjustment.

Controlled substances transactions

- Shows all transactions for controlled products during a user-defined period.
- Products are listed alphabetically, grouped by category.
- Report includes supplier product number and shows the starting quantity, amount sold/delivered/other and ending quantity for each transaction.

Daily transactions by category

- Same as above, for non-controlled products.

Daily transactions for a specific category

- Same as above, user selects a single product category and date range for the report.

Value of the inventory catalog as of

- Calculates the stock quantities and inventory value as of a user-defined date.
- Products are listed alphabetically, grouped by category.
- Shows the quantity on hand as of the selected date, cost and value (for each product, category and grand total for all products.)

6. Deposits

Deposits not applied

- Provides a listing of all Down Payments received by the clinic, for a user-defined period, which have not yet been applied to the account.

Postdated cheques

- Provides a list of Post-Dated cheques which have yet to be deposited and applied to the account, based on a user-defined cashable date.
- Shows the date the cheque was entered into the system (Effective) and the date on which it can be deposited (Cashable).

Deposits by date

- Lists all payments received during a user-defined period, grouped by payment type.

- Gives payment type totals as well as individual amounts, includes identification number, shift and invoice numbers, amount received by the clinic and amount applied to the account.
- Includes deleted (reversed) payments.

Deposits by shift

- Same as above, but report is generated based on user-defined Shift number range.

Summary Deposits by date

- Shows the number of invoices and amount paid for each payment type, for a user-defined date range.
- Double click on a payment type in left hand column to see the daily totals for that payment mode.

Summary Deposits by shift

- Same as above, but report is generated based on user-defined Shift number range.

Receipts journal

- Lists all payments received during a user-defined period, grouped by date (sub-totals are given for each day as well as a grand deposit total for the period.)
- Includes client name and identification number, deposit date, total amount of the payment, invoice number and amount applied to each invoice.
- Also includes the user name of the person who accepted each payment.

Shift detail

- Same as the Detailed Cash Drawer shift report.

7. Receivables

Receivables as of ★

- Lists all accounts that have/had an outstanding balance with your clinic as of a user-defined date.
- In addition, this outstanding amount will be aged and disbursed over 30, 60 and 90 days, thus indicating the period of time for which these amounts are outstanding.

Client Statements

- Generates statements for all accounts with outstanding balances, showing all transactions that have occurred since the last statement was printed.
- For each invoice, the billing amount and applied payment details are provided.
- Once printed, the system updates the Last Statement Date on the client files.

8. Referrals

Summary by type

- Analyzes the breakdown of referral types over a user-defined period.

Referrals by client

- List of all clients that have referred new clients over a user defined period.

Referrals by clinic

- List of all clinics that have referred new clients over a user defined period.

9. Logs

Prescriptions by veterinarian

- Shows all prescriptions dispensed by a specified Doctor for a user-defined period.
- Includes Date, Prescription number, Animal name, Client name, Product name, quantity dispensed and dispensing instructions.

Controlled substances ★

- Lists all transactions for each Product that has been flagged as a Controlled Substance.
- Includes the Date, Client name and client identification number, Animal name and identification number, visit number, Date, type of Transaction (i.e. Sale, Delivery, etc) and the names of the Employees/Veterinarians responsible for the transactions.

Xrays

- Lists all transactions for each Service that has been flagged as X-Ray.
- Includes the Date, X-ray number, Animal name and identification number, Client name, Visit number, and X-ray parameters.

Anaesthesia and Surgery

- Lists all transactions for each Service that has been configured to be displayed in this user defined log. Includes the Date, client's name and identification number, patient's name, visit number, service description, patient's weight, breed, age and gender, and the name of the assigned veterinarian.

10. Statistics

Performance Indicator ★

- Provides a wide range of statistical performance information for a user-defined period, including:
- Active clients and patients, new patients, divided by species and age.
- Visits statistics based on invoices.
- Number of appointment by time slot: displayed by month and days of the week.
- Revenue by service and product category; display quantity sold, value in dollars, and percentage.

Client distribution by postal zone

- This report shows the number and percentage of clients in each postal zone.
- It also includes the number of invoices, revenue total, revenue percentage and average revenue per invoice for each postal zone.
- User defines the revenue date range to be analyzed and can group the postal codes by number of characters or analyze one specific postal zone.

New clients per month

- Shows the number of new clients added each month over a user-defined range of years.

General statistics ★

- Provides a wide range of statistical information for a user-defined period, including:
- Total number of clients, animals, visits and invoices in the database.

- For the selected period, number of clients and animals seen... number of invoices...
- Total revenue, average revenue, percentage of revenue for invoices with and without a visit.
- Number and average of new persons and clients per month*, number of new animals.
- **A Person is counted if it was created in the date range requested. A Client is counted if a Person became a first-time client within the date range requested. This is determined by the date of the person's first invoice thus making the person a client.*

Sales and visits

- This report is typically used to obtain stats on a specific combination of parameters such as specific products, services groups, veterinarians, etc.

11. Transactions

**items added to the medical file as Done/Sold are considered transactions.*

Adjustments and credits ★

- This report shows all deleted transactions, adjustments and credits during a user-defined period.
- Includes the date, time and provider of the original transaction, the date, time and name of the person who performed the adjustment, as well as the identification number, animal number, visit number, description of the item and the value of the adjustment.

Controlled substances sales transactions

- Lists all transactions for each Product that has been flagged as a Controlled Substance during a user-defined period.

- Includes the supplier code for the product, the date of the transaction, invoice number, identification number, quantity used and the name of the user who entered the transaction.

Accrued transactions

- Detailed list of all transactions that were unpaid during a user-defined period, presented in chronological order.
- Displays the date, item description, amount and client identification number for each transaction.

Daily transactions

- Detailed list of all transactions that occurred during a user-defined period, presented in chronological order.
- Includes invoice date and number, client name and identification number, item description, amount and revenue.
- Revenue values are separated into products and services, with a grand total on the last page of the report.

Daily transaction summary by day

- Shows the daily total for all transactions within a user-defined period.
- Shows the date and the day of the week and includes a grand total for the period.

Daily transaction summary by employee

- Shows the total of all transactions for each assigned employee within a user-defined period.
- Shows the date, employee name and identification number / reference number and includes a grand total for the period.

Daily transactions by employee/visit

- Provides a daily transaction total for the clinic as well as each assigned employee, during a user-defined period.
- The employee totals are broken down by visit, and includes the animal number, visit number, number of transaction details in each visit and the total amount for each visit.

Daily transactions by employee/category

- Provides a daily transaction total for the clinic as well as each assigned employee, during a user-defined period.
- The employee totals are arranged by revenue category, showing the count (number of entries within the category), quantity (number of units sold) and amount for each category.

Daily transactions not invoiced ★

- List of transactions for a user-defined period that have not been invoiced.
- Shows the client name, identification and reference number, time entered, transaction description, quantity and price.
- Includes daily sub-totals as well as a grand total for the period.
- Useful in finding day end balancing issues (i.e. client paid, but the invoice was not processed through Vetware), we recommend reviewing this report at the end of each day.

12. Sales

**Only includes items that have been invoiced*

**Employee = the person who entered the sale, only valid when systems are configured not to "Use the veterinarian assigned to the visit for all medical file inscriptions." For more information, please refer to the Configuration training module/documentation*

** Assigned Vet = the Doctor assigned to the medical file*

Sales journal

- Lists all invoices for each day within a user-defined period, grouped by date.
- Includes invoice number, client name and identification number, subtotal, taxes and grand total for each invoice.
- Grand totals are provided at the end of the report.

Adjustments invoiced

- List of all adjustments made during a user-defined period.
- Includes the date, adjustment description and amount, client identification number, invoice number and the name of the user who applied the adjustment.

Summary by category ★

- Provides revenue totals for each product and service category for a user-defined period.
- Includes sales and discounted totals.

Summary by day

- Shows the daily total for all invoices within a user-defined period.
- Shows the date and the day of the week, and includes a grand total for the period.

Summary by employee

- Shows the invoicing total for each assigned employee within a user-defined period.
- Shows the date, employee name and identification/reference number, and includes a grand total for the period.

Summary by employee/category ★

- Displays the revenue totals for each employee, by revenue category, for a user-defined period.
- For each category, the report indicates the total sales amount, invoice average, applied discounts, count (number of entries within the category) and quantity (number of units sold.)

Detail by employee/category *excludes client sales/counter sales

- This report shows each individual sales transaction per category, per employee.
- Sub-totals are given for each category.
- For each item, the transaction date, quantity, description, animal identification number, visit number, invoice number and date, amount and discount are displayed.

Summary by employee/category AM/PM

- Displays the revenue totals for each employee, by revenue category, for a user-defined period.
- Revenue totals are reported based on Weekday AM, Weekday PM and Weekend.
- The AM/PM times are defined by the user under Configuration... Other Options... AM/PM time split.

Summary by employee/GL account

- Employee revenues are displayed by GL Account groups for a user-defined period.
- Report also shows discounts per group and adjustments.

Summary by assigned vet/category ★

- Displays the revenue totals for each assigned Veterinarian, by revenue category, for a user-defined period.
- For each category, the report indicates the total sales amount, invoice average, applied discounts, count (number of entries within the category) and quantity (number of units sold.)

Summary by assigned vet/GL account

- Veterinarian revenues are displayed by GL Account groups for a user-defined period.
- Report also shows discounts per group and adjustments.

Sales by Product/Service ★

- Sales transactions are divided between Products and Services and grouped by category.
- For each item, the report displays the count (number of times the item was sold), quantity (number of units sold), sales price total (amount), discounts applied and gross profit (for products only.)

Sales by Product/Service/Species

- Sales transactions are divided between Products and Services and grouped by category.
- For each item, the report displays sales information by species, including: the count (number of times the item was sold), quantity (number of units sold), sales price total (amount), and discounts applied.

Summary by regular clinic/employee

- Displays the revenue totals for each assigned Veterinarian/employee, by clinic, for a user-defined period. (For multi-establishment).

Summary by employee/regular clinic

- Displays the revenue totals for each clinic by assigned Veterinarian/employee, for a user-defined period. (For multi-establishment).

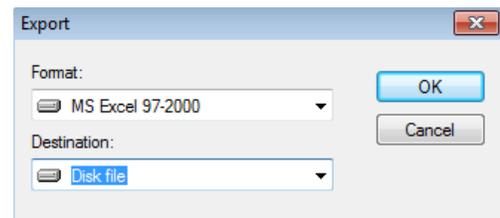
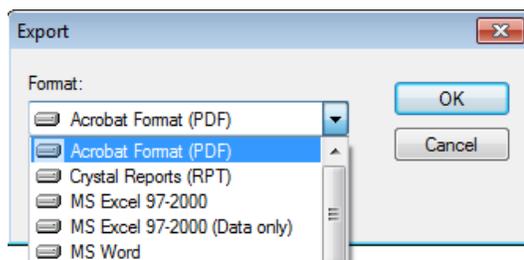
13. Exporting Reports

Any report that is printed to screen can be exported into various formats including Excel, Word and Adobe (.pdf).

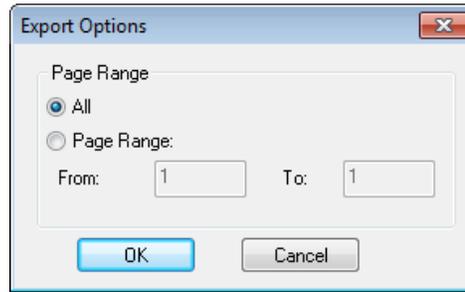
- To export reports from the screen preview, click on the Export icon (envelope) in the upper left, as shown here:



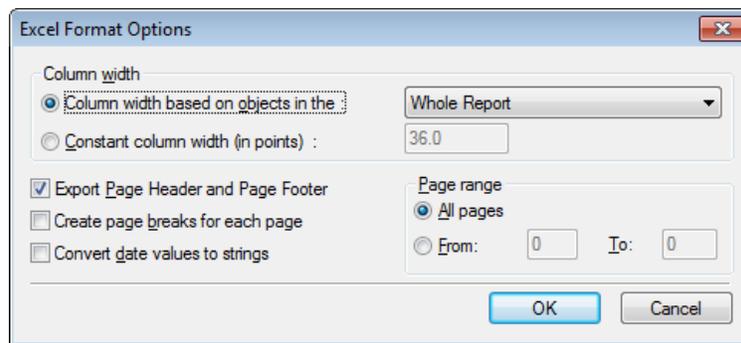
- Next, drop down the Format menu and select the desired file type
- Leave Destination as Disk File and click OK



- Next screen: Export Options... specify the page range you wish to export (or leave as All) and click OK.



- Note, if you selected to Export to Excel, you will have different Options:



- The final screen allows you to select the destination of the export and modify the file name as desired:

