

Daily Reports

Menu Option	Report Name	Results	Settings	Hints
Daily Reports	<input checked="" type="checkbox"/> Audit Report <input checked="" type="checkbox"/> Bank Deposit <input checked="" type="checkbox"/> Daysheet & Accts Rec <input checked="" type="checkbox"/> Schedule Cross Reference <input checked="" type="checkbox"/> Night Telephone Call Report	<p>Provides paper audit trail of all financial transactions posted for the day.</p> <p>Used to cross check all income from checks, cash, and charge card.</p> <p>Traditional type report showing account changes for each patient effected.</p> <p>Points out any patients that are on the schedule that have no charges posted to their account.</p> <p>Lists patients and telephone numbers that had any one of a list of ADA Codes. Use to follow up at night for surgery, etc.</p>	<p>Recommend using Bank Deposit by Category</p>	<p>Be sure and run at least one set with Dentist "00" and Provider "00".</p>
Insurance Tracking	<input checked="" type="checkbox"/> Daily Log	<p>Paper Audit trail of all claims submitted for the day.</p>	<p>Use the Options button to specify the list of ADA Codes the report will look for.</p>	<p>Optional report, but can be used as a real PR patient builder.</p>

Remember: There are many reports, these are the ones we recommend you print, evaluate and keep in a notebook.