



---

## End of Year Reports

EasyDent has many great reports. Below is a list of some of the reports you might like to run at the End of the Year.

### Reports Menu:

- Press **Monthly Reports** button  
Set the date range on the right (01012021 & 12312021)  
Check "Procedure Code Analysis" option  
Press Options button and check "Select All Ignore List of Numbers"  
Check "Yearly Analysis" option  
Press Options button and check "Check to Select All Patients Regardless of Insur"  
If you are a specialist office then:  
Check the "Referral Analysis" options  
Press the red "Run" button
  
- Press **Insurance Tracking** button  
Select the Magenta "Insurance Carrier Payment Analysis" button  
Set the desired date range (01012021 & 12312021)  
Press the red "Run" button
  
- Press **Management Reports** button  
Press the green "Insurance Total Revenue Analysis" button  
Set the desired date range (01012021 & 12312021)  
Press the red "Run" button
  
- Press **Management Graphs** button  
Select green "10 Year Graphs" button  
Check "Check to Select All Patients Regardless of Insur"  
Press the red "Extract Data for 10 Years" button  
Press the type of Graph buttons you wish to see and/or print  
(Charges, Payments, etc.)