

Daily Reports

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

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