



JADE

Bp Premier Report Reference

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Intended for usage with Bp Premier version Jade SP2 and later. Some features in this User Manual may be available only in versions later than Jade.

Report Reference

This report reference describes the main reports that will be used by administrators and practice managers for provider disbursement, banking reconciliation, and auditing.

How often are new reports created?

Reports may be updated or new reports added with every Bp Premier monthly Data Update, in response to user requests or a need identified by Best Practice Software. The report descriptions you see in Management > Reports in the software will always be the most up to date description of a report.

When a new report is added, you will need to be given permission to use the report. If you see a report in this reference but don't see it in the list of reports in the Reports window, check your User Report permissions, or ask your Bp Premier administrator to update your report permissions. If a report is not listed in the report permissions window, update your drug database to the most recent Data Update so that your report are up to date.

I see a report but it isn't listed in the report reference

Some reports are created for a small group of practices, and may not be relevant for all practice types. If you would like more information about a specific report to be included in the report reference, email training@bpsoftware.net with the report name and a request for more information. Our technical communications team will review and update the report reference.

What are historical reports?

Historical reports have been provided for practices who upgraded from a version prior to the Lava edition and still need to report on data that was recorded prior to the Lava upgrade.

If you have only ever installed Bp Premier Lava or later, or you do not need to report on data from old versions, you will never need to run the historical reports. You can configure user report settings to remove access to historical reports for users, so they are presented with only the reports relevant to their practice role.

Reconciling banking for practices with multiple locations

Practices that have more than one location, and who allow patients to pay for services at a location different to where the service was provided, must ensure that users log in to the correct Bp Premier location before they start taking payments.

Banking reports

The Banking reports show payments as taken at the **Location** selected when the payment was processed through the **Payment details** or **Bulk payments** screen:

Bulk payment

Payer:

Amount paid: ☒ Pay total Date paid:

Location: ☒ Direct credit

Cheque No: Drawer: Bank: Branch:

Reference:

Payment details - Mrs. Kathleen Aalbrecht

Total of services: ☒ Pay full amount ☐ Pay gap Location: Payment date:


Cash: EFT: Credit card: Direct credit:

Cheque details:

Cheque No.	Drawer	Bank	Branch	Amount

The **Location** drop-down menu defaults to the location selected when the user logged in to Bp Premier, and rarely needs to be changed. However, if a staff member has logged in to a workstation and selected a location that is not where they are currently working, any payments they take from patients will be recorded as taken at the wrong location.

Login



Product: Bp Premier
Version: Indigo Edition
Build No: 1.9.0.822
Site ID: 2423
Drug database: February 2018

User:

Password:

Location:

Start in:

For example, a staff member working a shift at a new location (Noosa) may mistakenly select their usual location (Brisbane) when logging in. If this staff member processes payments, Banking reports will incorrectly show that payments were received at a different location, and the totals in the report will not match the total of receipts in the till.

To avoid this, staff who process payments must select the **Location** where they are actually working at the Bp Premier **Login** screen when they start their shift.

Payment reports

Payment reports always show payments as taken at the location where the service was performed. This means that if a patient pays for a service at a location other than where they received the service, a Payment report will show that payment was taken at the 'wrong' location.

However, because Medicare and DVA payments always go to the provider's bank account associated with the service location, doctors will still be paid correctly even if patients pay at a different location. Depending on how your practice uses the Payment reports, your financials staff should be aware of potential discrepancies in the Payment reports where patients have paid at a different location, and whether these discrepancies need to be accounted for.

Online claiming check for payments

When a user clicks **Check for payments** from the **Online Claiming** screen, any Medicare or DVA payments to the practice that are created are set to the location of the service associated with the claim, not the location of the logged-in user.

The report reference is grouped into functions:

- [Services on the next page](#)
- [Payments on page 13](#)
- [Transactions on page 19](#)
- [Online Claiming on page 24](#)
- [Clinical on page 38](#)
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- [Banking on page 29](#)
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- [Appointments on page 35](#)
- [Patients on page 40](#)
- [Administrative on page 41](#)

Services

The Services reports provide information about invoices and services. Adjustments and cancellations show in the period in which they occurred and are taken into account in report totals.

Services - by Account Type (grouped by service created)

This report lists all services created within the specified date range but does not include any payment information.

Services - by Account Type (grouped by service created date)							BP Test Practice			
Inv. No.	Inv. Date	Patient Name	Billed to	Account Type						
Item	Srv. Created	Srv. Date	Service Details	Private	Medicare	D.V.A.	Workcover	Other	GST	Total Fee
BP Test Location 1				\$20,349.60	\$36,071.30	\$2,813.55	\$0.00	\$1,429.50	\$23.05	\$60,687.00
Dr Dave Best				\$808.00	\$10,215.95	\$595.05	\$0.00	\$172.00	\$0.00	\$11,791.00
Dr Dave Best percentage				6.85%	86.64%	5.05%	0.00%	1.46%		
Dr Rick Doctor				\$4,398.00	\$5,270.30	\$540.45	\$0.00	\$213.00	\$7.50	\$10,429.25
Service created date: 01/11/2012				\$889.00	\$1,015.45	\$186.95	\$0.00	\$0.00	\$0.00	\$2,091.40
Service created date: 02/11/2012				\$724.00	\$856.90	\$104.80	\$0.00	\$0.00	\$0.00	\$1,685.70
Service created date: 06/11/2012				\$1,495.00	\$469.50	\$143.90	\$0.00	\$69.00	\$0.00	\$2,177.40
Service created date: 07/11/2012				\$722.00	\$1,420.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2,142.60
Service created date: 08/11/2012				\$568.00	\$1,507.85	\$104.80	\$0.00	\$144.00	\$7.50	\$2,332.15
Service created date: 13/11/2012				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Service created date: 14/11/2012				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dr Rick Doctor percentage				42.20%	50.57%	5.19%	0.00%	2.04%		

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Date
- **User** - groups by User > Date > Location
- **User (Location)** - User > Location > Date

Service amounts are broken into columns by **Account type**, which relates to the Billed to method (Private, Medicare, DVA, Other, WorkCover, for example). The **Private** column is used for accounts billed to a patient name (Patient, Head of Family, and Other when a patient is selected). Percentages are provided per location and provider showing the % of Total Fee allocated to each Account type.

End of report summary

Totals are provided at each group level, totalling all services created within the date range. All groups can be expanded down to the service level.

A summary of activity showing the count of invoices created within the selected period is available at the end of the report. This summary is grouped by provider and location.

Patient count per provider per location	
Provider	Patient Count
<input type="checkbox"/> Allied Rooms	1
<input checked="" type="checkbox"/> Demo Practice	1
<input checked="" type="checkbox"/> Miss Christie Chiropractor	1

Shading

Yellow	Services created outside the specified date range that appear on invoices that have other services created within the date range will appear. These amounts will be highlighted in yellow and are not included in the service totals.
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Services - by Account Type (grouped by service date)

This report is identical to the [Services - by Account Type \(grouped by service created\)](#) report, except that the report uses the **service date** rather than the service created date. Services that are adjusted or backdated will show in the report range only if the service date recorded by the user is in the report range.

NOTE Because this report uses service date rather than service created date, the data reported will alter if new services are entered with backdated service dates or if a service with a service date in range is adjusted. Best Practice Software recommend that 'using service date' style reports not be used to pay your providers.

Services Summary - by Account Type (grouped by service created)

This summary report provides faster processing when printing large numbers of transactions.

Services Summary - by Account Type (grouped by service created)

BP Test Practice

Inv. No. Item	Inv. Date Srv. Date	Patient Name Srv. Created	Billed to Service Details	Status	Account Type						GST in Total (\$)	Total Fee (\$)
					Private (\$)	Medicare (\$)	DVA (\$)	Workcover (\$)	Other (\$)			
<input type="checkbox"/> BP Test Location 1					12,382,479.20	0.00	0.00	0.00	0.00	0.00	0.00	12,382,479.20
<input type="checkbox"/> Dr Dave Best					1,668,102.80	0.00	0.00	0.00	0.00	0.00	0.00	1,668,102.80
			Dr Dave Best percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Tom Brown					2,874,690.00	0.00	0.00	0.00	0.00	0.00	0.00	2,874,690.00
			Dr Tom Brown percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Ivor Cure					1,653,033.20	0.00	0.00	0.00	0.00	0.00	0.00	1,653,033.20
			Dr Ivor Cure percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Frederick Findacure					967,075.20	0.00	0.00	0.00	0.00	0.00	0.00	967,075.20
			Dr Frederick Findacure percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Michael Jones					1,061,023.60	0.00	0.00	0.00	0.00	0.00	0.00	1,061,023.60
			Dr Michael Jones percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Jane Smith					2,051,322.00	0.00	0.00	0.00	0.00	0.00	0.00	2,051,322.00
			Dr Jane Smith percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Peter Smith					594,630.40	0.00	0.00	0.00	0.00	0.00	0.00	594,630.40
			Dr Peter Smith percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Jessica Thomas					998,706.80	0.00	0.00	0.00	0.00	0.00	0.00	998,706.80
			Dr Jessica Thomas percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
<input type="checkbox"/> Dr Amy Young					513,895.20	0.00	0.00	0.00	0.00	0.00	0.00	513,895.20
			Dr Amy Young percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
			BP Test Location 1 percentage		100.00%	0.00%	0.00%	0.00%	0.00%			
			BP Test Practice totals:		12,382,479.20	0.00	0.00	0.00	0.00	0.00	0.00	12,382,479.20
			Percentage of Total:		100.00%	0.00%	0.00%	0.00%	0.00%			

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Month
- **User** - groups by User > Month > Location
- **User (Location)** - User > Location > Month

Totals are provided at each group level totalling all services created within the specified date range. You cannot expand the groups to view the detailed information for invoices or services.

Totals are broken into columns by Account type, which relates to the billed to method (Private, Medicare, DVA, Other, WorkCover). The Private column is used for accounts billed to a patient name (Patient, Head of Family and Other when a patient is selected). Percentages are provided per location and user showing the % of Total Fee allocated to each Account type.

End of report summary

A summary of activity showing the count of invoices created within the selected period is available at the end of the document. This summary is grouped by provider and location.

Patient count per provider per location	
Provider	Patient Count
<input type="checkbox"/> Allied Rooms	1
<input type="checkbox"/> Demo Practice	1
<input type="checkbox"/> Miss Christie Chiropractor	1

Services Summary - by Account Type (grouped by item and schedule)

This report is similar to [Services Summary - by Account Type \(grouped by service created\)](#) on page 7 but groups by both **Item** and **Schedule**. Use this report where providers are paid different rates per schedule.

Services - by Account Type (grouped by item)

This report lists all services created within the specified date range but does not include any payment information.

Services - by Account Type (grouped by item)					BP Test Practice					
Inv. No.	Inv. Date	Patient Name	Billed to		Account Type					
	Srv. Created	Srv. Date	Service Details	Count	Private	Medicare	D.V.A.	Workcover	Other	Total Fee
<input type="checkbox"/> BP Test Location 1				1382	\$20,349.60	\$36,071.30	\$2,813.55	\$0.00	\$1,429.50	\$60,687.00
<input type="checkbox"/> Dr Dave Best				320	\$808.00	\$10,215.95	\$595.05	\$0.00	\$172.00	\$11,791.00
<input type="checkbox"/> Custom: AA010 Workcover Level A Consultation				1	\$0.00	\$0.00	\$0.00	\$0.00	\$34.00	\$34.00
<input type="checkbox"/> Custom: AA020 Workcover Level B Consultation				2	\$0.00	\$0.00	\$0.00	\$0.00	\$138.00	\$138.00
<input type="checkbox"/> Item : 3 Surgery consultation, Level A				24	\$0.00	\$348.60	\$57.30	\$0.00	\$0.00	\$405.90
<input type="checkbox"/> Item : 23 Surgery consultation, Level B				72	\$723.00	\$1,996.50	\$83.50	\$0.00	\$0.00	\$2,803.00
<input type="checkbox"/> Item : 35 Nursing Home consultation, Level B, 2 patie				12	\$0.00	\$525.25	\$185.45	\$0.00	\$0.00	\$710.70
<input type="checkbox"/> Item : 36 Surgery consultation, Level C				8	\$85.00	\$492.10	\$0.00	\$0.00	\$0.00	\$577.10
<input type="checkbox"/> Item : 43 Nursing Home consultation, Level C, 2 patie				3	\$0.00	\$319.35	\$0.00	\$0.00	\$0.00	\$319.35
<input type="checkbox"/> Item : 707 Health Assessment, Prolonged				4	\$0.00	\$1,054.20	\$0.00	\$0.00	\$0.00	\$1,054.20
<input type="checkbox"/> Item : 721 GP management plan				7	\$0.00	\$989.80	\$0.00	\$0.00	\$0.00	\$989.80
<input type="checkbox"/> Item : 723 Team care arrangement				7	\$0.00	\$784.35	\$0.00	\$0.00	\$0.00	\$784.35
<input type="checkbox"/> Item : 732 Review of GP Management Plan or Team C				30	\$0.00	\$1,978.20	\$162.50	\$0.00	\$0.00	\$2,140.70
<input type="checkbox"/> Item : 2700 Preparation by a medical practitioner who				1	\$0.00	\$70.30	\$0.00	\$0.00	\$0.00	\$70.30

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Item
- **User** - groups by User > Item > Location
- **User (Location)** - User > Location > Item

Totals are provided at each group level totalling all services created within the specified date range. All groups can be expanded down to the service level.

Service amounts are broken into columns by Account type which relates to the billed to method (Private, Medicare, DVA, Other, WorkCover). The Private column is used for accounts billed to a patient name (Patient, Head of Family and Other when a patient is selected). Totals are provided for each item and can be further expanded to show details of each service. A count of services is provided per Location, Provider and Item number. Percentages are provided per location and provider showing the % of Total Fee allocated to each Account type.

End of report summary

A summary of activity showing the count of invoices created within the selected period is available at the end of the document. This summary is grouped by provider and location.

Patient count per provider per location	
Provider	Patient Count
<input type="checkbox"/> Allied Rooms	1
<input type="checkbox"/> Demo Practice	1
<input type="checkbox"/> Miss Christie Chiropractor	1

Shading

Yellow	Services created outside the specified date range that appear on invoices that have other services created within the date range will appear. These amounts will be highlighted in yellow and are not included in the service totals.
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Services - by Account Type (grouped by Item) using service date

This report is identical to the [Services - by Account Type \(grouped by Item\)](#) report, except that the report uses the **service date** rather than the service created date. Services that are adjusted or backdated will show in the report range only if the service date recorded by the user is in the report range.

IMPORTANT Because this report uses service date rather than service created date, the data reported will alter if new services are entered with backdated service dates or if a service with a service date in range is adjusted. Best Practice Software recommend that 'using service date' style reports not be used to pay your providers.

Services - by Account Type (grouped by service date)

This report lists all services with the service date within the date range but does not include any payment information.

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Date
- **User** - groups by User > Date > Location
- **User (Location)** - User > Location > Date

Service amounts are broken into columns by Account type which relates to the billed to method (Private, Medicare, DVA, Other, WorkCover). The Private column is used for accounts billed to a patient name (Patient, Head of Family and Other when a patient is selected). Percentages are provided per location and provider showing the % of Total Fee allocated to each Account type.

IMPORTANT Because this report uses Service Date rather than Service Created Date, the data reported may change if new services are entered with backdated Service Dates. Best Practice Software recommend that 'service date' reports not be used to pay providers.

End of report summary

A summary of activity showing the count of invoices created within the selected period is available at the end of the document. This summary is grouped by provider and location.

Patient count per provider per location	
Provider	Patient Count
<input type="checkbox"/> Allied Rooms	1
<input checked="" type="checkbox"/> Demo Practice	1
<input checked="" type="checkbox"/> Miss Christie Chiropractor	1

Services - by Account Type (grouped by service date)

BP Test Practice

Inv. No.	Inv. Date	Patient Name	Billed to	Account Type						
	Srv. Created	Srv. Date	Service Details	Private	Medicare	D.V.A.	Workover	Other	GST	Total Fee
BP Test Location 1				\$20,136.60	\$35,411.65	\$3,311.85	\$0.00	\$1,429.50	\$23.05	\$60,312.65
Dr Dave Best				\$808.00	\$9,683.35	\$1,093.35	\$0.00	\$172.00	\$0.00	\$11,756.70
Dr Dave Best percentage				6.87%	82.36%	9.30%	0.00%	1.46%		
Dr Rick Doctor				\$4,398.00	\$5,552.90	\$540.45	\$0.00	\$213.00	\$7.50	\$10,711.85
Service date: 01/11/2012				\$889.00	\$1,015.45	\$186.95	\$0.00	\$0.00	\$0.00	\$2,091.40
Service date: 02/11/2012				\$724.00	\$856.90	\$104.80	\$0.00	\$0.00	\$0.00	\$1,685.70
Service date: 06/11/2012				\$1,495.00	\$469.50	\$143.90	\$0.00	\$69.00	\$0.00	\$2,177.40
Service date: 07/11/2012				\$722.00	\$1,561.90	\$0.00	\$0.00	\$0.00	\$0.00	\$2,283.90
Service date: 08/11/2012				\$568.00	\$1,649.15	\$104.80	\$0.00	\$144.00	\$7.50	\$2,473.45
Dr Rick Doctor percentage				41.09%	51.88%	5.05%	0.00%	1.99%		

Services - by Account Type (grouped by item and schedule)

This report displays similar information to the other [Services - by Account Type](#) reports, but groups by both **Item** and **Schedule**. Use this report to assist when providers are paid different rates per schedule.

Service Count - by Account Type (grouped by item and schedule)

This report is similar to the [Services - by Account Type](#) reports, but groups by both **Item** and **Schedule**. The count of services are displayed rather than dollar amounts. Use this report to assist when providers are paid different rates per schedule.

Service Count by Account Type (grouped by item and schedule)

Demo Practice

Inv. No.	Inv. Date	Patient Name	Billed to		Count by Account Type						
Item	Srv. Date	Srv. Created	Service Details	Status	Private	Medicare	DVA	Workcover	Other	Total	% of Total Count
Hospital					3	3				6	42.86%
Dr Margaret Adcock					1	2				3	50.00%
Item: 23 Surgery consultation, Level B					1	2				3	100.00%
Medicare						2				2	66.67%
Pensioner Fee					1					1	33.33%
Dr Margaret Adcock % per account type					33.33%	66.67%	0.00%	0.00%	0.00%		
Dr Craig Aram					2	1				3	50.00%
Item: 23 Surgery consultation, Level B					1					1	33.33%
Staff					1					1	100.00%
Item: 36 Surgery consultation, Level C					1	1				2	66.67%
Health Care Card					1					1	50.00%
Medicare						1				1	50.00%
Dr Craig Aram % per account type					66.67%	33.33%	0.00%	0.00%	0.00%		
Hospital % per account type					50.00%	50.00%	0.00%	0.00%	0.00%		

Payments

Payment reports provide information about payments and details of associated invoices and services. Reports also include details on deposits taken and allocated to Invoices. Adjustments or reversals of payments show in the period that they occurred and are taken into account in the totals.

Payments - by Account Type (grouped by payment created date) including related services

This report lists all payments created within the date range together with the services included in those payments.

Payments by Account Type (grouped by payment created date)										BP Test Practice							
Inv. No.	Inv. Date	Patient Name		Billed to	Schedule	Total Fee				Private	Medicare	DVA	Workcover	Other	GST in Total	Total Paid	
	Inv. Created	Inv. Date	Service Details		Service Fee	GST	Total Fee	Pty. No.	Pty. Date	Pty. Type							
BP Test Location 1					\$44,939.80	\$2.00	\$44,941.80				\$20,116.35	\$35,546.60	\$4,426.20	\$0.00	\$1,689.30	\$24.00	\$61,780.45
Practice - BP Test Practice					\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$33.00	\$3.00	\$33.00
Practice - BP Test Practice percentage											0.00%	0.00%	0.00%	0.00%	100.00%		
Dr Dave Best					\$7,281.05	\$0.00	\$7,281.05				\$987.35	\$6,952.50	\$1,089.10	\$0.00	\$138.00	\$0.00	\$11,176.95
Payment created date: 01/11/2012					\$47.00	\$0.00	\$47.00				\$236.35	\$1,216.05	\$694.50	\$0.00	\$0.00		\$2,146.90
194874	15/10/2012	Emily Patient	Patient, Emily	Practice Disc			\$0.00				\$114.00						\$114.00
194875	15/10/2012	Emily Patient	Patient, Emily	Practice Disc			\$0.00				\$75.35						\$75.35
195441	23/10/2012	Colin Patient	Medicare Australia	Medicare			\$0.00					\$44.50					\$44.50
196172	30/10/2012	Klaus Patient	Dept. of Veterans Affair	DVA			\$0.00						\$306.95				\$306.95
196181	30/10/2012	Janice Patient	Medicare Australia	Medicare			\$0.00					\$25.20					\$25.20
196204	30/10/2012	Mary Patient	Medicare Australia	Medicare			\$0.00					\$201.00					\$201.00
196213	30/10/2012	Jason Patient	Medicare Australia	Medicare			\$0.00					\$44.50					\$44.50
196216	30/10/2012	Lorraine Patient	Medicare Australia	Medicare			\$0.00					\$201.00					\$201.00
196219	30/10/2012	Florence Patient	Dept. of Veterans Affair	DVA			\$0.00						\$29.20				\$29.20

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Date
- **User** - groups by User > Date > Location
- **User (Location)** - User > Location > Date

Payment amounts are broken into columns by Account type which relates to the billed to method (Private, Medicare, DVA, Other, WorkCover). Totals are provided for each Account Type and percentages are provided per location and provider showing the % of Total Fee allocated to each Account type.

Shading

Yellow	Services created earlier than the date range will ONLY appear if they have been paid in the specified period. They will appear shaded in yellow to indicate when they were created prior to the date range and are not included in the service totals.
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Notes on usage

Service totals will only include those services paid in the period and will not reflect the total services created within the period.

Payments - by Account Type (grouped by payment date)

This report is similar to the [Payments - by Account Type \(grouped by payment created date\)](#) including related services report, except that the report uses the **payment date** rather than the payment created date. Payments that are adjusted or backdated will show in the report range only if the payment date recorded by the operator is in the report range.

NOTE Because this report uses payment date (operator-generated) rather than payment created date (system-generated), the data reported will alter if new payments are entered with backdated payment dates or if a payment with a payment date in range is adjusted. Best Practice Software recommend that 'payment date' style reports not be used to pay your providers.

Payments Summary - by Account Type (grouped by payment created date)

This summary report will list all payments created within the date range together with the services included in those payments.

Payments Summary - by Account Type (grouped by payment created)														BP Test Practice			
Invoice / Service						Payment											
Inv. No.	Inv. Date	Patient Name	Billed to	GST	Total Fee					Private	Medicare	D.V.A.	Workcover	Other	Deposit	GST in Total	Total Paid
Srv. Date	Srv Creadt	Item	Service description	(\$)	(\$)	Pay No	Date	Type	Status	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
BP Test Location 1										12,382,515.50	0.00	0.00	0.00	0.00	0.00	0.00	12,382,515
Dr Dave Best										1,668,102.80	0.00	0.00	0.00	0.00	0.00	0.00	1,668,102
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Tom Brown										2,874,726.30	0.00	0.00	0.00	0.00	0.00	0.00	2,874,726
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Ivor Cure										1,653,033.20	0.00	0.00	0.00	0.00	0.00	0.00	1,653,033
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Frederick Findacure										967,075.20	0.00	0.00	0.00	0.00	0.00	0.00	967,075
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Michael Jones										1,061,023.60	0.00	0.00	0.00	0.00	0.00	0.00	1,061,023
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Jane Smith										2,051,322.00	0.00	0.00	0.00	0.00	0.00	0.00	2,051,322
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Peter Smith										594,630.40	0.00	0.00	0.00	0.00	0.00	0.00	594,630
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Jessica Thomas										998,706.80	0.00	0.00	0.00	0.00	0.00	0.00	998,706
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Dr Amy Young										513,895.20	0.00	0.00	0.00	0.00	0.00	0.00	513,895
										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
BP Test Location 1 percentage										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
BP Test Practice totals:						0.00				12,382,515.50							12,382,515
Percentage of Totals:										100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

Grouping

The report can be grouped by:

- **Location** - groups by Location > User > Month
- **User** - groups by User > Month > Location
- **User (Location)** - User > Location > Month

Totals are provided at each group level totalling payments created within the specified date range.

You cannot expand groups to view detailed information for invoices, services, or payments in a summary report.

Payment amounts are broken into columns by Account type which relates to the billed to method (Private, Medicare, DVA, Other, WorkCover). Totals are provided for each Account Type and percentages are provided per location and provider showing the % of Total Fee allocated to each Account type.

Notes on usage

Service totals will only include those services paid in the period and will not reflect the total services created within the period.

Payments - by Account Type (grouped by item) including related services

This report lists all payments created within the date range with the services included in those payments. This report is similar to the [Payments - by Account Type \(grouped by payment created date\) including related services](#) report, except that the report groups by service item rather than payment created date.

Payments by Account Type (grouped by item)											BP Test Practice					
Inv. No.	Inv. Date	Patient Name	Billed to	Schedule	Total Fee				Private	Medicare	D.V.A.	Workcover	Other	GST In	Total Paid	
Item	Created	Service Details	Service Fee	GST	Total Fee	Pai. No.	Pai. Date	Pai. Type								Total
BP Test Location 1			\$44,939.80	\$2.00	\$44,941.80				\$20,118.35	\$35,040.60	\$4,425.20	\$0.00	\$1,089.30	\$24.00	\$61,780.45	
Practice - BP Test Practice			\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$33.00	\$3.00	\$33.00	
Custom: Medical Report for Insurance Purposes			\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$33.00	\$3.00	\$33.00	
Practice - BP Test Practice percentage									0.00%	0.00%	0.00%	0.00%	100.00%			
Dr Dave Best			\$7,281.05	\$0.00	\$7,281.05				\$897.35	\$8,962.50	\$1,089.10	\$0.00	\$138.00	\$0.00	\$11,170.95	
Custom: AA020 Workcover Level B Consultation			\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$138.00	\$0.00	\$138.00	
Item : 3 Surgery consultation, Level A			\$218.30	\$0.00	\$218.30				\$0.00	\$297.00	\$37.85	\$0.00	\$0.00	\$0.00	\$334.85	
Item : 23 Surgery consultation, Level B			\$1,890.05	\$0.00	\$1,890.05				\$723.00	\$1,837.30	\$123.65	\$0.00	\$0.00	\$0.00	\$2,683.95	
Item : 24 Hospital Visit, Level B, 2 patients			\$0.00	\$0.00	\$0.00				\$75.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.35	
Item : 35 Nursing Home consultation, Level B, 2 patients			\$231.00	\$0.00	\$231.00				\$0.00	\$164.20	\$96.80	\$0.00	\$0.00	\$0.00	\$231.00	
Item : 36 Surgery consultation, Level C			\$506.80	\$0.00	\$506.80				\$85.00	\$460.80	\$0.00	\$0.00	\$0.00	\$0.00	\$575.80	
Item : 37 Hospital Visit, Level C, 2 patients			\$0.00	\$0.00	\$0.00				\$82.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.00	
Item : 43 Nursing Home consultation, Level C, 2 patients			\$319.35	\$0.00	\$319.35				\$0.00	\$319.35	\$0.00	\$0.00	\$0.00	\$0.00	\$319.35	
Item : 707 Health Assessment, Prolonged, 707 unrelated to			\$527.10	\$0.00	\$527.10				\$0.00	\$527.10	\$0.00	\$0.00	\$0.00	\$0.00	\$527.10	
Item : 721 GP management plan, item 23,721 & 723 not dupli			\$555.60	\$0.00	\$555.60				\$0.00	\$704.35	\$319.20	\$0.00	\$0.00	\$0.00	\$1,023.55	
Item : 723 Team care arrangement, item 23,721 & 723 not du			\$448.20	\$0.00	\$448.20				\$0.00	\$558.15	\$252.90	\$0.00	\$0.00	\$0.00	\$811.05	
Item : 732 Review of GP Management Plan or Team Care Arran			\$1,434.20	\$0.00	\$1,434.20				\$0.00	\$2,361.30	\$152.50	\$0.00	\$0.00	\$0.00	\$2,543.80	
190188	30/10/2012	Sonia Patient	Medicare Australia	Medicare	\$0.00										\$138.70	
190204	30/10/2012	Mary Patient	Medicare Australia	Medicare	\$0.00										\$138.70	
190216	30/10/2012	Lorraine Patient	Medicare Australia	Medicare	\$0.00										\$138.70	

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Date
- **User** - groups by User > Date > Location
- **User (Location)** - User > Location > Date

Payment amounts are broken into columns by Account type which relates to the billed to method (Private, Medicare, DVA, Other, WorkCover). Totals are provided for each Account Type and percentages are provided per location and provider showing the % of Total Fee allocated to each Account type.

Shading

Yellow	Services created earlier than the date range will ONLY appear if they have been paid in the specified period. They will appear shaded in yellow to indicate when they were created prior to the date range and are not included in the service totals.
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Notes on usage

Service totals only include services paid in the period and will not reflect the total services created within the period.

Payments - by Account Type (grouped by item) using payment date

This report is identical to the [Payments - by Account Type \(grouped by item\) including related services](#) report, except that the report uses the **payment date** rather than the payment created date. Payments that are adjusted or backdated will show in the report range only if the payment date recorded by the operator is in the report range.

NOTE Because this report uses payment date rather than payment created date, the data reported will alter if new payments are entered with backdated payment dates or if a payment with a payment date in range is adjusted. Best Practice Software recommend that 'payment date' style reports not be used to pay your providers.

Payments - by Payment Method (grouped by date) including related services

This report will list all payments created within the date range together with the services included in those payments.

Payments - by Payment Method (grouped by date) including related Services

BP Test Practice

Inv. No.	Inv. Date	Patient Name	Billed to	Schedule	Total Fee	Pay. No.	Pay. Date	Pay. Type	EFT	Cash	Cheque	Cr. Card	Dis. Credit	GST in Total	Total Paid
Item	Inv. Created	Service Details	Service Fee	GST											
BP Test Location 1			\$4,929.80	\$2.00	\$4,941.80				\$14,819.30	\$4,825.75	\$1,915.00	\$0.00	\$40,219.90	\$24.00	\$61,780.45
Practice - BP Test Practice			\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	\$3.00
Dr Dave Best			\$7,281.05	\$0.00	\$7,281.05				\$821.00	\$476.35	\$105.00	\$0.00	\$10,041.60		\$11,176.95
Payment created date: 01/15/2012			\$47.00	\$0.00	\$47.00				\$0.00	\$26.35	\$0.00	\$0.00	\$1,915.00		\$2,146.90
194074	18102012	Emily Patient	Patient, Emily	Practice Clinbu	\$0.00				\$0.00	\$114.00	\$0.00	\$0.00	\$0.00		\$114.00
194075	18102012	Emily Patient	Patient, Emily	Practice Clinbu	\$0.00				\$0.00	\$75.35	\$0.00	\$0.00	\$0.00		\$75.35
195441	23102012	Colin Patient	Medicare Australia	Medicare	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$44.50		\$44.50
196172	30102012	Klaus Patient	Dept of Veterans Affairs	CVA	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$306.95		\$306.95
196181	30102012	Janice Patient	Medicare Australia	Medicare	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$25.20		\$25.20
196204	30102012	Mary Patient	Medicare Australia	Medicare	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$209.00		\$209.00
196213	30102012	Jason Patient	Medicare Australia	Medicare	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$44.50		\$44.50

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Date
- **User** - groups by User > Date > Location
- **User (Location)** - User > Location > Date

Payment amounts are broken into columns by payment method (Cash, EFT, Cheque, Cash). Totals are provided for each payment method and can be further expanded to show details of each payment and service.

Shading

Yellow	Services created earlier than the date range will appear if they have been paid in the specified period however they will appear shaded in yellow to indicate when they were created outside of the date range and are not included in the related totals.
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Notes on usage

Service totals will only include those services paid in the period and will not reflect the total services created within the period.

Payments - by Payment Method (grouped by payment date)

This report is similar to the [Payments - by Payment Method \(grouped by date\) including related services](#) report, except that the report uses the **payment date** rather than the payment created date. Payments that are adjusted or backdated will show in the report range only if the payment date recorded by the operator is in the report range.

NOTE Because this report uses payment date rather than payment created date, the data reported will alter if new payments are entered with backdated payment dates or if a payment with a payment date in range is adjusted. Best Practice Software recommend that 'payment date' style reports not be used to pay your providers.

Payments Summary - by Payment Method (grouped by date)

This report will list all payments created within the specified date range together with the services included in those payments.

Payments Summary - by Payment Method (grouped by date)															BP Test Practice			
Invoice / Service					Payment													
Inv. No.	Inv. Date	Patient Name	GST	Total Fee					EFT	Cash	Cheque	Cr. Card	Dir. Credit	Dep. Alloc.	GST in Total	Total Paid		
Inv. Date	Inv. Create	Item	Service description	(\$)	Pay No.	Date	Type	Status	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)		
<input checked="" type="checkbox"/>	BP Test Location 1			0.00	12,348,461.40				4,112,353.40	4,148,827.80	0.00	4,121,334.30	0.00	0.00	0.00	12,382,515.50		
<input checked="" type="checkbox"/>	Dr Dave Best			0.00	1,663,520.10				552,905.50	554,778.10	0.00	560,419.20	0.00	0.00	0.00	1,668,102.80		
<input checked="" type="checkbox"/>	Dr Tom Brown			0.00	2,890,792.50				952,425.90	962,116.40	0.00	960,184.00	0.00	0.00	0.00	2,874,726.30		
<input checked="" type="checkbox"/>	Dr Ivor Cure			0.00	1,843,491.90				540,566.60	565,427.30	0.00	547,039.30	0.00	0.00	0.00	1,653,033.20		
<input checked="" type="checkbox"/>	Dr Frederick Findacure			0.00	984,418.40				319,252.30	324,916.10	0.00	322,906.80	0.00	0.00	0.00	967,075.20		
<input checked="" type="checkbox"/>	Dr Michael Jones			0.00	1,058,108.70				351,314.10	355,236.50	0.00	354,473.00	0.00	0.00	0.00	1,061,023.60		
<input checked="" type="checkbox"/>	Dr Jane Smith			0.00	2,045,696.50				684,854.50	678,666.50	0.00	687,801.00	0.00	0.00	0.00	2,051,322.00		
<input checked="" type="checkbox"/>	Dr Peter Smith			0.00	592,996.80				201,407.70	200,980.70	0.00	192,242.00	0.00	0.00	0.00	594,630.40		
<input checked="" type="checkbox"/>	Dr Jessica Thomas			0.00	995,983.10				337,949.30	334,289.50	0.00	326,468.00	0.00	0.00	0.00	998,706.80		
<input checked="" type="checkbox"/>	Dr Amy Young			0.00	512,483.40				171,677.50	172,416.70	0.00	169,801.00	0.00	0.00	0.00	513,895.20		
BP Test Practice totals:				0.00	12,348,461.40				4,112,353.40	4,148,827.80	0.00	4,121,334.30	0.00	0.00	0.00	12,382,515.50		

Grouping

Grouping available:

- **Location** - groups by Location > User > Month
- **User** - groups by User > Month > Location
- **User (Location)** - User > Location > Month

Totals are provided at each group level totalling all payments created within the specified date range. Payment are broken into columns by payment method (Cash, EFT, Cheque, Cash) with totals for each column.

You cannot expand groups to view detailed information for invoices, services, or payments in a summary report.

Notes on usage

Service totals will only include those services paid in the period and will not reflect the total services created within the period.

Payments - by Account Type (grouped by item and schedule)

This report is similar to the other **Payments - by Account Type** but groups by both **Item** and **Schedule**. Use this report where providers are paid different rates per schedule.

Transactions

Transaction reports combine services and payments on one report. All invoices and services created or paid and payments created within the selected date range are shown with their related records, providing a single report that can be used to pay providers for work done or fees taken.

Adjustments or reversals of payments show in the period that they occurred and are taken into account in the totals.

Transaction (grouped by payment created date)

This report lists all invoices and services created or paid and payments created within the date range, and shows related records.

Transaction Report (grouped by payment created date)											BP Test Practice		
Inv. No.	Inv. Date	Patient Name		Billed to		Schedule	Total Fee				Total	GST Paid	Total Paid
	Srv. Created	Srv. Date	Service Details		Service Fee	GST	Total Fee	Payment Date	Payment No.	Payment Type			
BP Test Location 1					\$38,884.85	\$0.00	\$38,884.85				\$39,972.80	\$0.00	\$39,972.80
Dr Dave Best					\$10,811.00	\$0.00	\$10,811.00				\$10,041.80	\$0.00	\$10,041.80
Payment created date: 01/11/2012					\$0.00	\$0.00	\$0.00				\$1,910.55	\$0.00	\$1,910.55
Payment created date: 02/11/2012					\$16,294.40	\$0.00	\$423.30				\$2,036.80	\$0.00	\$2,036.80
Payment created date: 05/11/2012					\$108,201.20	\$0.00	\$2,096.70				\$2,141.20	\$0.00	\$2,141.20
195400	23/10/2012	Warren Patient		Medicare Australia		Medicare	\$188.55				\$231.05		\$231.05
195524	01/11/2012	John Patient		Medicare Australia		Medicare	\$15.80				\$15.80		\$15.80
195533	01/11/2012	Kim Patient		Medicare Australia		Medicare	\$238.90				\$238.90		\$238.90
195537	01/11/2012	Michael Patient		Medicare Australia		Medicare	\$159.50				\$159.50		\$159.50
195543	01/11/2012	Hilda Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195549	01/11/2012	Fay Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195559	01/11/2012	George Patient		Medicare Australia		Medicare	\$544.30				\$544.30		\$544.30
195572	01/11/2012	Heleen Patient		Medicare Australia		Medicare	\$25.70				\$25.70		\$25.70
195574	01/11/2012	Keith Patient		Medicare Australia		Medicare	\$271.05				\$271.05		\$271.05
195575	01/11/2012	Mabel Patient		Medicare Australia		Medicare	\$159.50				\$159.50		\$159.50
195580	01/11/2012	Karen Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195582	01/11/2012	Iris Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195583	01/11/2012	Nadine Patient		Medicare Australia		Medicare	\$25.70				\$25.70		\$25.70
195586	01/11/2012	Iris Patient		Medicare Australia		Medicare	\$25.70				\$25.70		\$25.70
195597	01/11/2012	Heleen Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195604	01/11/2012	Frank Patient		Medicare Australia		Medicare	\$79.40				\$79.40		\$79.40
195605	01/11/2012	Warren Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195606	01/11/2012	Beverley Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195611	01/11/2012	Margaret Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
Payment created date: 06/11/2012					\$1,366.80	\$0.00	\$227.80				\$227.80	\$0.00	\$227.80
Payment created date: 07/11/2012					\$115,733.20	\$0.00	\$1,995.40				\$1,995.40	\$0.00	\$1,995.40
Payment created date: 08/11/2012					\$84,762.05	\$0.00	\$1,729.85				\$1,729.85	\$0.00	\$1,729.85
Payment created date: 13/11/2012					\$215,165.05	\$0.00	\$2,592.35				\$0.00	\$0.00	\$0.00

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Date
- **User** - groups by User > Date > Location
- **User (Location)** - User > Location > Date

Shading

Services created and paid within the specified date range will be shown together with any related payment details

Blue	Services created within the specified date range but paid after this range will have the payments shown in blue and not included in the payment totals
Yellow	Services created earlier than the specified date range but paid within this range will be shown in yellow and not included in the service totals

Transaction summary (grouped by payment created)

This report lists all invoices and services created or paid and payments created within the specified date range, and shows the related records.

Transaction Summary Report (grouped by payment created)

BP Test Practice

Invoice / Service							Payment					
Inv. No.	Inv. Date	Patient Name		Billed to						Total	GST Paid	Total Paid
Item	Srv. Date	Srv. Created	Description	Serv. Status	Service Fee (\$)	GST (\$)	Total Fee (\$)	Pay. No.	Pay. Date	Pay. Type	Pay. Status	
<input type="checkbox"/> BP Test Location 1					12,382,479.20	0.00	12,382,479.20					12,382,515.50
<input type="checkbox"/> Dr Dave Best					1,668,102.80	0.00	1,668,102.80					1,668,102.80
Payment created: Unpaid					4,582.70	0.00	4,582.70					0.00
Payment created: Jan - 2014					137,481.00	0.00	137,481.00					142,063.70
Payment created: Feb - 2014					128,315.60	0.00	128,315.60					128,315.60
Payment created: Mar - 2014					142,063.70	0.00	142,063.70					142,063.70
Payment created: Apr - 2014					137,481.00	0.00	137,481.00					137,481.00
Payment created: May - 2014					142,063.70	0.00	142,063.70					142,063.70
Payment created: Jun - 2014					137,481.00	0.00	137,481.00					137,481.00
Payment created: Jul - 2014					142,063.70	0.00	142,063.70					142,063.70
Payment created: Aug - 2014					142,063.70	0.00	142,063.70					142,063.70
Payment created: Sep - 2014					137,481.00	0.00	137,481.00					137,481.00
Payment created: Oct - 2014					142,063.70	0.00	142,063.70					142,063.70
Payment created: Nov - 2014					137,481.00	0.00	137,481.00					137,481.00
Payment created: Dec - 2014					137,481.00	0.00	137,481.00					137,481.00
<input type="checkbox"/> Dr Tom Brown					2,874,690.00	0.00	2,874,690.00					2,874,726.30
<input type="checkbox"/> Dr Ivor Cure					1,653,033.20	0.00	1,653,033.20					1,653,033.20
<input type="checkbox"/> Dr Frederick Findacure					967,075.20	0.00	967,075.20					967,075.20
<input type="checkbox"/> Dr Michael Jones					1,061,023.60	0.00	1,061,023.60					1,061,023.60
<input type="checkbox"/> Dr Jane Smith					2,051,322.00	0.00	2,051,322.00					2,051,322.00
<input type="checkbox"/> Dr Peter Smith					594,630.40	0.00	594,630.40					594,630.40
<input type="checkbox"/> Dr Jessica Thomas					998,706.80	0.00	998,706.80					998,706.80
<input type="checkbox"/> Dr Amy Young					513,895.20	0.00	513,895.20					513,895.20
BP Test Practice totals:					12,382,479.20	0.00	12,382,479.20					12,382,515.50

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Month
- **User** - groups by User > Month > Location
- **User (Location)** - User > Location > Month

Totals are provided at each group level totalling all services and payments created within the specified date range.

NOTE It is not possible to expand groups to view detailed information for invoices or services.

Transaction (grouped by service created date)

This report lists all invoices and services created or paid and payments created within the specified date range, and shows related records.

Transaction Report (grouped by service created date)										BP Test Practice			
Inv. No.	Inv. Date	Patient Name		Billed to	Schedule	Total Fee				Total	GST Paid	Total Paid	
Provider	Srv. Created	Srv. Date	Service Details		Service Fee	GST	Total Fee	Payment Date	Payment No.	Payment Type			
BP Test Location 1					\$60,863.95	\$23.05	\$60,887.00				\$61,756.45	\$24.00	\$61,780.45
Practice - BP Test Practice					\$0.00	\$0.00	\$0.00				\$30.00	\$3.00	\$33.00
Dr Dave Best					\$11,791.00	\$0.00	\$11,791.00				\$11,178.95	\$0.00	\$11,178.95
Service created date: 25/09/2012					\$0.00	\$0.00	\$0.00				\$69.00		\$69.00
Service created date: 19/10/2012					\$0.00	\$0.00	\$0.00				\$258.35		\$258.35
Service created date: 23/10/2012					\$0.00	\$0.00	\$0.00				\$128.20		\$128.20
Service created date: 30/10/2012					\$0.00	\$0.00	\$0.00				\$2,067.05		\$2,067.05
Service created date: 31/10/2012					\$0.00	\$0.00	\$0.00				\$1,373.30		\$1,373.30
Service created date: 01/11/2012					\$2,501.00		\$2,501.00				\$2,567.00	\$0.00	\$2,567.00
Service created date: 02/11/2012					\$182.40		\$182.40				\$182.40		\$182.40
Service created date: 05/11/2012					\$2,318.80		\$2,318.80				\$2,318.80		\$2,318.80
Service created date: 06/11/2012					\$2,067.25		\$2,067.25				\$2,011.65	\$0.00	\$2,011.65
Service created date: 07/11/2012					\$2,789.65		\$2,789.65				\$154.00	\$0.00	\$154.00
Service created date: 08/11/2012					\$1,941.90	\$0.00	\$1,941.90				\$47.00	\$0.00	\$47.00
197404	08/11/2012	Ferdinand Patient		Medicare Australia			\$25.70				\$25.70		\$25.70
197409	08/11/2012	Jeffrey Patient		Unknown			\$69.00				\$69.00		\$69.00
197418	08/11/2012	Lewis Patient		Medicare Australia			\$317.05				\$317.05		\$317.05

Transaction Report (grouped by payment created date)										BP Test Practice			
Inv. No.	Inv. Date	Patient Name		Billed to		Schedule	Total Fee				Total	GST Paid	Total Paid
	Srv. Created	Srv. Date	Service Details		Service Fee	GST	Total Fee	Payment Date	Payment No.	Payment Type			
BP Test Location 1					\$38,884.85	\$0.00	\$38,884.85				\$39,972.80	\$0.00	\$39,972.80
Dr Dave Best					\$10,811.00	\$0.00	\$10,811.00				\$10,041.00	\$0.00	\$10,041.00
Payment created date: 01/11/2012					\$0.00	\$0.00	\$0.00				\$1,910.55	\$0.00	\$1,910.55
Payment created date: 02/11/2012					\$16,294.40	\$0.00	\$423.30				\$2,036.80	\$0.00	\$2,036.80
Payment created date: 05/11/2012					\$109,201.20	\$0.00	\$2,096.70				\$2,141.20	\$0.00	\$2,141.20
195400	23/10/2012	Waren Patient		Medicare Australia		Medicare	\$166.55				\$231.05		\$231.05
195524	01/11/2012	John Patient		Medicare Australia		Medicare	\$16.60				\$16.60		\$16.60
195533	01/11/2012	Kim Patient		Medicare Australia		Medicare	\$236.90				\$236.90		\$236.90
195537	01/11/2012	Michael Patient		Medicare Australia		Medicare	\$159.50				\$159.50		\$159.50
195548	01/11/2012	Hilda Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195549	01/11/2012	Fay Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195559	01/11/2012	George Patient		Medicare Australia		Medicare	\$544.30				\$544.30		\$544.30
195572	01/11/2012	Heleen Patient		Medicare Australia		Medicare	\$25.70				\$25.70		\$25.70
195574	01/11/2012	Keith Patient		Medicare Australia		Medicare	\$271.65				\$271.65		\$271.65
195575	01/11/2012	Mabel Patient		Medicare Australia		Medicare	\$159.50				\$159.50		\$159.50
195580	01/11/2012	Karen Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195582	01/11/2012	Iris Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195583	01/11/2012	Nadine Patient		Medicare Australia		Medicare	\$25.70				\$25.70		\$25.70
195585	01/11/2012	Iris Patient		Medicare Australia		Medicare	\$25.70				\$25.70		\$25.70
195597	01/11/2012	Heleen Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195604	01/11/2012	Frank Patient		Medicare Australia		Medicare	\$79.40				\$79.40		\$79.40
195605	01/11/2012	Waren Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195606	01/11/2012	Beverley Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
195611	01/11/2012	Margaret Patient		Medicare Australia		Medicare	\$45.40				\$45.40		\$45.40
Payment created date: 06/11/2012					\$1,366.80	\$0.00	\$227.80				\$227.80	\$0.00	\$227.80
Payment created date: 07/11/2012					\$115,733.20	\$0.00	\$1,995.40				\$1,995.40	\$0.00	\$1,995.40
Payment created date: 08/11/2012					\$94,762.05	\$0.00	\$1,729.85				\$1,729.85	\$0.00	\$1,729.85
Payment created date: 13/11/2012					\$215,165.05	\$0.00	\$2,592.35				\$0.00	\$0.00	\$0.00

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Date
- **User** - groups by User > Date > Location
- **User (Location)** - User > Location > Date

Shading

Services created and paid within the specified date range will be shown together with any related payment details.

Blue	Services created within the specified date range but paid after this range will have the payments shown in blue and not included in the payment totals
Yellow	Services created earlier than the specified date range but paid within this range will be shown in yellow and not included in the service totals

Transaction (grouped by item)

This report lists all invoices and services created or paid and payments created within the specified date range, and shows related records.

Transaction Report (grouped by item)										BP Test Practice			
Inv. No.	Inv. Date	Patient Name	Billed to	Schedule	Total Fee					Count	Total	GST Paid	Total Paid
	Srv. Created	Srv. Date											
BP Test Location 1					1382	\$60,863.95	\$23.05	\$60,887.00		414	\$61,756.45	\$24.00	\$61,780.45
Practice - Practice - BP Test Practice					0	\$0.00	\$0.00	\$0.00		1	\$30.00	\$3.00	\$33.00
Dr Dave Best					320	\$11,751.00	\$0.00	\$11,751.00		28	\$11,176.96	\$0.00	\$11,176.96
Custom: AA020 Workover Level B Consultation					2	\$138.00	\$0.00	\$138.00		2	\$138.00	\$0.00	\$138.00
Custom: AA010 Workover Level A Consultation					1	\$34.00	\$0.00	\$34.00		0	\$0.00	\$0.00	\$0.00
Item : 3 Surgery consultation, Level A					24	\$405.90	\$0.00	\$405.90		7	\$334.85	\$0.00	\$334.85
Item : 23 Surgery consultation, Level B					72	\$2,803.00	\$0.00	\$2,803.00		24	\$2,603.95	\$0.00	\$2,603.95
Item : 24 Hospital Visit, Level B, 2 patients					0	\$0.00	\$0.00	\$0.00		1	\$75.35		\$75.35
194875 18/10/2012 Emily Patient			Patient, Emily					\$0.00			\$75.35		\$75.35
Item : 35 Nursing Home consultation, Level B, 1 patient					12	\$710.70		\$710.70		2	\$231.00	\$0.00	\$231.00
196520 01/11/2012 Joyce Patient			Dept. of Veterans Affairs	DVA				\$66.80			\$66.80		\$66.80
196713 02/11/2012 Connie Patient			Medicare Australia	Medicare				\$82.10			\$82.10		\$82.10
196766 02/11/2012 Connie Patient			Medicare Australia	Medicare				\$82.10			\$82.10		\$82.10
197309 07/11/2012 Arthur Patient			Medicare Australia	Medicare				\$59.20			\$59.20		\$59.20

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Item
- **User** - groups by User > Item > Location
- **User (Location)** - User > Location > Item

This report provides a complete overview of the specified period, showing both Services and Payments created in a date range. A count of services and payments is provided per Location, Provider, and Item number.

Shading

Services created and paid within the specified date range will be shown with any related payment details.

Blue	Services created within the specified date range but paid after this range will have the payments shown in blue and not included in the payment totals
Yellow	Services created earlier than the specified date range but paid within this range will be shown in yellow and not included in the service totals

Transaction (grouped by item and schedule)

This report is similar to the other Transaction reports, but groups by both **Item** and **Schedule**. Use this report to assist when providers are paid different rates per schedule.

Online Claiming

Online Claiming - Batches including services and payments

This report prints in landscape and lists all Medicare and DVA Online claiming batches that were created in the specified date range and any related payments made in that date range.

Where errors have occurred on a batch, the status of the service is displayed with an explanation of the error.

Online Claiming - Batches including services and payments										BP Test Practice		
Inv. No.	Inv. Date	Patient Name	Fee Claimed	Pay. No.	Pay. Date	Pay. Run Date	Pay. Run Num.	Status	Explanation	Medicare	DVA	Total Paid
Inv. Created	Inv. Date	Service Details										
BP Test Location 1			\$43,382.80							\$28,862.68	\$3,077.70	\$32,670.38
Dr Dave Best			\$10,790.10							\$7,736.48	\$284.60	\$8,121.08
Dr Rick Doctor			\$6,313.48							\$3,731.88	\$680.10	\$4,381.88
Batch No.: L3635 Date: 8/11/2012			\$1,388.70							\$1,388.70	\$0.00	\$1,388.70
Batch No.: L3641 Date: 8/11/2012			\$1,015.48							\$1,015.48	\$0.00	\$1,015.48
Batch No.: L3647 Date: 8/11/2012			\$886.90							\$886.90	\$0.00	\$886.90
Batch No.: L3644 Date: 8/11/2012			\$469.90							\$469.90	\$0.00	\$469.90
Batch No.: L3671 Date: 8/11/2012			\$1,735.90							\$0.00	\$0.00	\$0.00
Batch No.: V5863 Date: 8/11/2012			\$355.35							\$0.00	\$355.35	\$355.35
Batch No.: V5868 Date: 8/11/2012			\$136.95							\$0.00	\$136.95	\$136.95
Batch No.: V5872 Date: 8/11/2012			\$104.80							\$0.00	\$104.80	\$104.80
Batch No.: V5879 Date: 8/11/2012			\$143.90							\$0.00	\$0.00	\$0.00
Batch No.: V5883 Date: 8/11/2012			\$52.40							\$0.00	\$0.00	\$0.00
Dr Don France			\$5,782.80							\$3,731.90	\$395.35	\$4,127.25
Dr Kate Hamond			\$2,967.40							\$2,997.10	\$52.40	\$2,649.50
Dr Alan Hodgies			\$3,863.25							\$2,218.10	\$1,180.80	\$3,506.90
Dr Bruce Lucas			\$2,879.60							\$1,596.48	\$248.70	\$1,805.18
Dr Malcolm Palmer			\$7,406.55							\$4,889.30	\$147.78	\$5,007.08
Dr Allison Stenaway			\$2,548.40							\$1,978.10	\$0.00	\$1,978.10
Dr Mathew Zander			\$1,241.25							\$1,063.70	\$0.00	\$1,063.70
BP Test Practice totals:			\$43,382.80							\$28,862.68	\$3,077.70	\$32,670.38

Grouping

Grouping is by Location, then Provider, then batch number with totals for each group. Each batch can be expanded to show each invoice and the services submitted within that batch as well as the payment details.

Shading

Blue	Blue shading indicates that the batch was created within the batch range, but the payment shown was made outside of the date range. Such payment values are not included in the payment totals.
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Note on usage

This report is not intended to be used to reconcile against bank statements, because it may not show batches that were paid in the period if they were created prior to the date range. Use the other Online Claiming reports for reconciliation.

Online Claiming - Paid services by batch number

This report prints in portrait and lists all Medicare and DVA Online batches where the payment was created in the system during the date range.

Online Claiming - Paid Services by Batch number

BP Test Practice

Inv. No.	Inv. Date	Patient Name	Fee Claimed						Medicare	D.V.A.	Total Paid
Srv Created	Srv Date	Service Details		Pay No.	Pay Date	Pay Run Date	Pay Run Num.				
BP Test Location 1									\$35,546.60	\$4,426.20	\$39,972.80
Dr Dave Best									\$6,952.50	\$1,089.10	\$10,041.60
Batch No.: 19629 Date: 31/10/2012									\$1,216.05	\$0.00	\$1,216.05
196441	23/10/2012	Colin Patient							\$44.50	\$0.00	\$44.50
23	23/10/2012	23/10/2012 Surgeryconsultation, Level B	\$35.60	82344	01/11/2012	01/11/2012	277		\$35.60	\$0.00	\$35.60
10991	23/10/2012	23/10/2012 Direct-Billing Incentive	\$8.90	82344	01/11/2012	01/11/2012	277		\$8.90	\$0.00	\$8.90
196181	30/10/2012	Janice Patient							\$25.20	\$0.00	\$25.20
196204	30/10/2012	Mary Patient							\$201.00	\$0.00	\$201.00
196213	30/10/2012	Jason Patient							\$44.50	\$0.00	\$44.50
196216	30/10/2012	Lorraine Patient							\$201.00	\$0.00	\$201.00
196242	30/10/2012	Belinda Patient							\$44.50	\$0.00	\$44.50
196252	30/10/2012	Fred Patient							\$44.50	\$0.00	\$44.50
196253	30/10/2012	Lola Patient							\$16.30	\$0.00	\$16.30
196266	30/10/2012	Diane Patient							\$154.95	\$0.00	\$154.95
196275	30/10/2012	Henry Patient							\$44.50	\$0.00	\$44.50
196287	30/10/2012	Julia Patient							\$44.50	\$0.00	\$44.50

Grouping

Grouping is by Location, Provider, then batch number with totals for each group.

Each batch can be expanded to show the invoices and services paid in that batch. Invoices and services that were not paid in that batch are excluded from the report.

Notes on usage

The payments shown use the payment created date (the date that the user performed the 'Check for Payments' in Bp Premier) to determine whether they are included on the report. Therefore this report will tie with the Payment and Transaction reports, which also use the payment created date.

However, the payment run date and payment date shown is the date that Medicare indicates the payment was made into the bank account. This date is not usually the payment created date on which the user performed the **Check for Payments** in Bp Premier.

Online Claiming - Paid services by payment run number

This report prints in portrait and lists all Medicare or DVA Online batches where the payment was updated in the system during the date range (that is, a check for payments was run and results saved).

Online Claiming - Paid Services by Payment Run number								BP Test Practice		
Inv. No.	Inv. Date	Patient Name		Fee Claimed				Medicare	D.V.A.	Total Paid
	Srv. Created	Srv. Date	Service Details		Pay No.	Pay Run Date	Pay Date			
[-] BP Test Location 1								\$35,546.60	\$4,426.20	\$39,972.80
[-] Payment Run Number: 277 - 01/11/2012								\$5,953.95	\$0.00	\$5,953.95
[+] Batch No.:	L9628	Date: 31/10/2012	Dr Rick Doctor					\$1,919.00	\$0.00	\$1,919.00
[+] Batch No.:	L9629	Date: 31/10/2012	Dr Dave Best					\$1,216.05	\$0.00	\$1,216.05
[+] Batch No.:	L9630	Date: 31/10/2012	Dr Don France					\$626.60	\$0.00	\$626.60
[+] Batch No.:	L9631	Date: 31/10/2012	Dr Kate Hamond					\$445.70	\$0.00	\$445.70
[+] Batch No.:	L9632	Date: 31/10/2012	Dr Alan Hodgies					\$842.80	\$0.00	\$842.80
[+] Batch No.:	L9633	Date: 31/10/2012	Dr Bruce Lucas					\$183.20	\$0.00	\$183.20
[+] Batch No.:	L9634	Date: 31/10/2012	Dr Malcolm Palmer					\$720.60	\$0.00	\$720.60
[+] Payment Run Number: 278 - 02/11/2012								\$6,371.80	\$0.00	\$6,371.80

Grouping

Grouping is by Location then Payment Run with totals per payment run, and should correspond with deposits made into the practice's bank accounts. Payment Run groups can be expanded to view each batch number, date, and provider name, and the payment totals for each batch.

Each batch can be expanded to show the invoices and services paid in a batch. Invoices and services that were not paid in a batch are excluded from the report.

Note on usage

This report is ideal for use to reconcile against bank statements, because it groups payments by Payment run numbers and Payment run date. These payments should correspond with deposits appearing in the bank account. However, the payment run date and payment date shown is the date that Medicare indicated the payment was made into the bank account, and is not usually the payment created date on which the user performed the 'Check for Payments' in Bp Premier.

Therefore, this report will tie up with the Payment or Transaction reports, but some Payment Runs that appear on your bank statement may not appear on this report if those batches were updated in Bp Premier after the end date for the report.

Debtor

Debtors (grouped by account type)

This report shows all outstanding services as at a specific aging date.

There are two variations for this report:

- Aged by Service Date - shows the owing amount in the aging column relevant to the date the **service was created**. One invoice could be split across multiple aging columns.
- Aged by Invoice Date - shows the owing amount in the aging column relevant to when the **invoice was created**. The entire invoice would show in one aging column.

Refer to your practice accountant for advice on which method suits your form of accounting.

The aging date can be backdated. To correctly report the outstanding amount, the report takes into account which invoices and services were unpaid at the backdated date.

Debtor Aging Report (grouped by account type)											
BP Test Practice											
Invoice No.	Inv date	Patient Name	Current		31-60 Days		61-90 Days		91+ Days		Total GST
Srv Date	Srv Created	Item	Description	Fee Owing	GST Owing	Fee Owing	GST Owing	Fee Owing	GST Owing	Fee Owing	GST Owing
BP Test Practice				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$0.00
Medicare										\$13.00	\$0.00
BP Test Location 1				\$1,931.90	\$0.00	\$223.00	\$19.20	\$043.05	\$79.20	\$02,090.91	\$106.90
DVA										\$0,190.92	\$0,190.92
Medicare				\$07.90						\$22,918.06	\$22,008.96
Other								\$192.00	\$19.20	\$7,755.60	\$150.10
Private				\$3,774.20		\$130.00		\$797.05	\$60.00	\$16,233.59	\$46.90
Dr Dave Best				\$913.55						\$1,129.60	\$0.00
Dr Rick Doctor				\$627.65		\$65.00				\$0,336.75	
Abbott, Alan				\$362.75							
Adam, Roger						\$65.00					
Allen, Penny										\$200.00	
Atkins, Lou				\$215.90							
											\$215.90

Grouping

This report can be grouped by:

- **Location** - groups by Location > Account Type > User > Payer
- **User** - groups by User > Account Type > Payer > Location
- **User (Location)** - Account Type > Payer > Doctor > Location

NOTE Grouping on this report differs from other reports, to identify totals owing by Account Type.

Each group can be expanded down to the invoice and service level with a total for each. Outstanding service amounts are broken down into fee owing and GST owing columns each for aging category (Current, 31-60 days, 61-90 days, 91+ days columns).

Debtors (grouped by provider)

This report shows all outstanding services as at a specific aging date. The report is the same as [Debtors \(grouped by account type\)](#), except the report is grouped by provider.

Debtor Aging Report (grouped by Provider)

BP Test Practice

Invoice No.	Inv. date	Patient Name	Current		31-60 Days		61-90 Days		91+ Days		Total GST	Total Owng
Srv Date	Srv Created	Item	Description	Fee Owng	GST Owng	Fee Owng	GST Owng	Fee Owng	GST Owng	Fee Owng	GST Owng	(incl GST)
BP Test Practice				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$0.00	\$13.00
Dr Alan Hodgies										\$13.00		\$13.00
BP Test Location 1				\$5,301.10	\$0.00	\$322.00	\$19.20	\$540.05	\$79.20	\$53,090.91	\$195.90	\$58,587.36
Practice - BP Test Practice										\$35.00		\$35.00
Dr Dave Best				\$913.55		\$192.00	\$19.20			\$12,117.40	\$37.21	\$13,279.36
Dr Rick Doctor				\$847.50		\$65.00				\$11,915.75	\$13.00	\$12,941.25
DVA										\$2,150.65		\$2,150.65
Medicare				\$50.00						\$2,200.35	\$0.00	\$5,251.20
Other										\$1,228.00	\$13.00	\$1,241.00
Private				\$527.65		\$65.00				\$2,336.75		\$4,229.40
Abbott, Alan				\$362.75								\$362.75
Adam, Roger						\$65.00						\$65.00
Allen, Penny										\$200.00		\$200.00
Atkins, Lou				\$215.90								\$215.90
Carey, Bernard										\$38.00		\$38.00
Carey, Kindra				\$160.00								\$160.00

Grouping

This report can be grouped by:

- **Location** - groups by Location > User > Account Type > Payer
- **User** - groups by User > Account Type > Location > Payer
- **User (Location)** - Doctor > Location > Account Type > Payer

NOTE Grouping on this report differs from other reports, to identify totals owing by provider (user).

Debtor Export

This report provides the same information as the [Debtors \(grouped by account type\)](#) report, but with no group heading, making it suitable for exporting to Microsoft Excel.

Debtor Aging Export as at date: 10/01/2019 Report version: 1.00									
Location	Payee	Payer	Billed To	Patient Name	Invoice ID	Invoice Date	MBS ITEM	Description	Service Date
Allied Rooms	Demo Practice	Carey, Bernard	Private	Carey, Bernard	53	07/01/2019	23	Surgery consultation, Level B	07/01/2019
Allied Rooms	Miss Christie Chiropractor	Carey, Bernard	Private	Carey, Bernard	48	07/01/2019	0 0560	Physiotherapy Exercise 5 Class Card	07/01/2019
Allied Rooms	Mr Albert Audiologist	Carey, Bernard	Private	Carey, Bernard	45	07/01/2019	0 0505	Physiotherapy Subsequent Private Consultation	07/01/2019
Allied Rooms	Mr Dillon Diabetes Educator	Medicare Australia	Medicare	Aalbrecht, Kathleen	33	20/12/2018	104	Specialist, referred consultation, initial attendance	20/12/2018
Allied Rooms	Mr Dillon Diabetes Educator	Medicare Australia	Medicare	Aalbrecht, Kathleen	33	20/12/2018	11701	ECG, report only	20/12/2018

Banking

Banking (grouped by date)

This report lists all banking batches that have been banked during the selected date range.

The report is broken into two groups of columns: Account Type (such as Private, Medicare, DVA) and Payment Method (such as Cash, Cheque, EFT) with totals per group for each column. Report can be expanded down to the payment, invoice and service level. A Deposit column has been included in the Account Type section to identify deposits and refunds, which are not related to a specific account type.

Report also shows Direct Credit amounts recorded in the system even though they are not part of a batch. These will be shown using the Payment date to best reflect when the money would have appeared on a bank statement. Where the Direct Credit was generated from an Online Claiming batch, the provider number and payment run number will also be shown when the line is expanded.

Banking Report (grouped by Banking Date)											Best Practice Clinic							
Pay No		Pay Date		Payer		Account Type					Payment Method							
Patient Name		Inv No	Item	Description	Provider	Private	Medicare	DVA	Workover	Other	Deposit / Refund	EFT	Cash	Cheque	Cr Card	Dir Credit	Total	GST in
Payment Type	Bank	Drawer	Cheque No	Bank Branch													Incl GST	Total
Bank Account: Best Practice Clinic 014014 22442211						6,703.75						3,986.90	2,497.15	219.70			6,703.75	
Banking Date: 06-Dec-2016						4,490.60						1,993.45	2,497.15				4,490.60	
Banking Date: 07-Dec-2016						1,993.45						1,993.45					1,993.45	
Banking Date: 15-Dec-2016						71.70								71.70			71.70	
Banking Date: 21-Dec-2016						148.00								148.00			148.00	
Direct Credit						544.20										544.20	544.20	
Direct Credit date: 06-Dec-2016						377.50										377.50	377.50	
Direct Credit date: 07-Dec-2016						95.00										95.00	95.00	
Direct Credit payments:						95.00										95.00	95.00	
Direct Credit date: 13-Dec-2016						71.70										71.70	71.70	
Total for Banking						7,247.95	0.00	0.00	0.00	0.00	0.00	3,986.90	2,497.15	219.70	0.00	544.20	7,247.95	

Grouping

The report can be grouped by:

- **Location** - groups by Location > Bank Account > Banking Date
- **User** - groups by User > Bank Account > Banking Date
- **User (Location)** - groups by User > Bank Account > Banking Date

Banking (grouped by date) using payment created date

This report is identical to the [Banking \(grouped by Date\)](#) report, except that all Medicare / DVA direct credit payments use the **payment created** date instead of the payment run date. Backdated transactions will be shown according to the date they were entered. Depending on how your practice reconciles payments and banking, you may find this report easier to use for reconciliation.

Grouping

The report can be grouped by:

- **Location** - groups by Location > Bank Account > Banking date > Batch number
- **User** - groups by User > Bank Account > Banking Date
- **User (Location)** - User > Bank Account > Banking Date

Banking (grouped by provider)

This report lists all banking batches that have been banked during the selected date range.

The report is broken into two groups of columns: Account Type (such as Private, Medicare, DVA) and Payment Method (Cash, Cheque, EFT), with totals per group for each column. The report can be expanded down to the payment, invoice, and service level. A Deposit column has been included in the Account Type section to identify deposits and refunds, which are not related to a specific account type.

Report also shows Direct Credit amounts recorded in the system even though they are not part of a batch. These will be shown using the Payment date to best reflect when the money would have appeared on a bank statement. Where the Direct Credit was generated from an Online Claiming batch, the provider number and payment run number will also be shown when the line is expanded.

Banking Report (grouped by Provider)											Best Practice Clinic					
Pgy. No	PaymentDate		Payer			Account Type						Payment				
Patient Name	Inv. no	Item	Description	Schedule		Private	Medicare	DVA	WorkCover	Other	Deposit / Refunds	EFT	Cash	Cheque	Cr. Card	Dir. Credit
Payment Type	Bank	Drawer	Cheque no	Bank Branch												
Practice - Best Practice Clinic						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$390.00	\$240.00	\$150.00	\$0.00	\$0.00	\$0.00
Bank Account : The Practice Account 12312399998888											\$390.00	\$240.00	\$150.00			\$390.00
Main surgery											\$390.00	\$240.00	\$150.00			\$390.00
Dr. Frederick Findacure						\$37.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37.05	\$0.00	\$0.00	\$0.00	\$0.00
Bank Account : The Practice Account 12312399998888						\$37.05						\$37.05				\$37.05
Main surgery						\$37.05						\$37.05				\$37.05
Total for Banking						\$427.05	\$0.00	\$0.00	\$0.00	\$0.00	\$427.05	\$277.05	\$150.00	\$0.00	\$0.00	\$0.00

Grouping

The report can be grouped by:

- **Location** - groups by Location > Bank Account > User
- **User** - groups by User > Bank Account > Banking Date
- **User (Location)** - User > Bank Account > Location

Banking (grouped by provider) using payment created date

This report is identical to the [Banking \(grouped by provider\)](#) report, except that all Medicare / DVA direct credit payments use the **payment created** date instead of the payment run date. Backdated transactions will be shown according to the date they were entered. Depending on how your practice reconciles payments and banking, you may find this report easier to use for reconciliation.

Grouping

The report can be grouped by:

- **Location** - groups by Location > Bank Account > Provider
- **User** - groups by Provider > Bank Account > Location
- **User (Location)** - Provider > Location > Bank Account

Daily takings

This report is in portrait format and lists all payments created within the specified date period. It can be used prior to creating a banking batch to 'balance' the various payment methods totals against EFT machine report, Cash drawer, Cheques held. Both normal payments and deposits are included in this report.

Bp Report Viewer

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Daily takings reportBest Practice Clinic - vm15

Payment No.				Billed to		Payment less GST	GST	Total Paid
Payment created date	Payment Status	Invoice No.	Service created date	MB S Item	Service Description	(\$)	(\$)	(\$)
[-] Payment created date: 29-May-2016						457.00	5.00	462.00
[-] Cash						0.00	0.00	0.00
[-] EFT						167.05	0.00	167.05
[-] Payment No: 103				Abbott, Alan		37.05	0.00	37.05
29/05/16	Payment	Inv No: 136	29/05/16	23	Surgery consultation, Level B	37.05		37.05
[-] Payment No: 104				Ahern, Rhonda		65.00	0.00	65.00
[-] Payment No: 112				Carey, Bernard		65.00	0.00	65.00
[-] Credit Card - Mastercard						37.05	0.00	37.05
[-] Credit Card - AMEX						115.00	5.00	120.00
[-] Cheque						42.90	0.00	42.90
[-] Direct Credit						95.00	0.00	95.00
Best Practice Clinic - vm15 totals:						457.00	5.00	462.00

Report ParametersReport Version: 1.01

Date Range: 29/05/2016 - 29/05/2016

Locations: Main surgery, Another location

Providers: All

Pay Types: All

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Grouping

Payment amounts are grouped by Payment method. Credit card payments are separated further to include the Credit card type.

This report groups only by payment method. Totals are provided for each payment method and can be further expanded to show details of each payment and service.

Daily takings report by payment date

This report is identical to the [Daily takings](#) report, except that the report uses the **payment date** rather than the payment created date. Payments that are adjusted or backdated will show in the report range only if the payment date recorded by the operator is in the report range.

NOTE Because this report uses payment date rather than payment created date, the data reported will alter if new payments are entered with backdated payment dates or if a payment with a payment date in range is adjusted.

Held Accounts by Account Type (grouped by service created)

This report returns all pending held accounts for the selected time period.

The Held Accounts report can assist a practice in tracking held account totals, and determining whether the held account total for a given time has risen or fallen beyond a practice 'average' or defined limits.

Grouping

Held accounts are grouped by service created date and show the patient and amount breakdown for the account.

Deposits and Payment Reversals

The Deposit reports and payment reversal report provide information about deposits (pre-payments) that have been received from patients, account holders and contacts, and payment reversal credits that are created when payments were reversed.

Deposits and Payment reversal credits

This report lists all usage of allocated deposits to pay an invoice, and credits from payment reversals, in the date range.

Audit reports

Audit reports show who has cancelled or written off services, or reversed payments, during the report period. Corresponding adjustments are shown in the Services or Payment reports for the same date range.

Cancelled and written off services

This report lists all invoices and services that have been cancelled, adjusted, or written off in the selected date range.

Cancelled and Written Off Services											BP Test Practice						
Inv. No		Inv. Date		Patient Name		Billed to		Invoice Status		Private		Medicare	DVA	WorkCover	Other	GST	Total Adjust.
Item	Srv Created	Srv Date	Description	Adj. Date	Adj. Type	Adjustment Reason		Adjusted By	Current Total (incl. GST)	Cancelled Service and Write Off Amounts							
BP Test Location 1										\$1,973.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973.75
Dr Dave Best										\$1,973.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973.75
Adjustment date: 16/09/2014										\$1,973.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973.75
201292	16/09/2014	16/09/2014	Martin Adams	16/09/2014	Deleted	Adams, Martin		Active	\$635.40	\$1,973.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973.75
20	16/09/2014	16/09/2014	Surgey consultation, Level B	16/09/2014	Deleted			Frederick Procedure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30291	16/09/2014	16/09/2014	Recurrent parotid tumour, excision	16/09/2014	Deleted			Frederick Procedure	\$0.00	\$1,921.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,921.75
30290	16/09/2014	16/09/2014	Submandibular gland, extirpation	16/09/2014	Active			Frederick Procedure	\$445.40								\$445.40
38	16/09/2014	16/09/2014	Surgey consultation, Level C		Active			Frederick Procedure	\$90.00								\$90.00
Total Cancelled and Written Off Services										\$1,973.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973.75

Grouping

The report is grouped by location, provider, then adjustment date, with totals for each group.

Service amounts are broken into columns by Account type, which relates to the billed to method (Private, Medicare, DVA, Other, WorkCover). The Private column is used for accounts billed to a patient name (Patient, Head of Family and Other when a patient is selected).

When expanded to the service level, the adjustment reason and the user who adjusted the invoice are shown. Any invoices that have been cancelled, had items deleted or added, or have been written off will be listed. The entire invoice is shown, including any services that have ever been on the invoice together with the current service's status. Where an item is still active, the item's current value including GST will be shown. When an item has been cancelled, deleted or written off, its value excluding GST will be shown according to its account type with any GST showing separately.

Notes on usage

The account type values exclude GST. The GST value of the adjusted service is shown separately.

Reversed payments and bounced cheques

This report lists all payments that have been reversed within the selected date range together with the related invoices and services. The report also includes any cheques which have been marked as 'bounced'.

The report is broken into two groups of columns: Account Type (Private, Medicare, DVA) and Payment Method (Cash, Cheque, EFT) with totals per group for each column. Payment amounts include GST and the GST value is also shown separately.

When expanded down to the payment level, you can see the reversal reason (if entered) and the user who reversed the payment. You can expand further to see the invoices and service lines.

Reversed Payments and Bounced Cheques														Best Practice Clinic					
Pay No	Pay Date	Reversal Reason			Reversed by		Account Type					Payment Method					Reversed	GST In	
Inv No	Inv Date	Payer	Patient Name	Fee	GST	Total Fee	Private	Medicare	DVA	WorkCover	Other	EFT	Cash	Cheque	Cr Card	Dir Credit	Dep Alloc	Total	GST In
MSItem	SnDate	Description		(incl GST)		(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	(incl GST)	Total
<input checked="" type="checkbox"/>		Brisbane Clinic				(1,084.35)						(203.75)	(108.75)	(533.45)			(166.70)	(71.70)	(1,084.35)
<input checked="" type="checkbox"/>		Dr Craig Aram				(74.10)						(37.05)	(37.05)						(74.10)
<input checked="" type="checkbox"/>		Reversed Payment Date: 01-Feb-2017				(37.05)							(37.05)						(37.05)
<input checked="" type="checkbox"/>		Reversed Payment Date: 24-Nov-2016				(37.05)							(37.05)						(37.05)
<input checked="" type="checkbox"/>		Dr Frederick Findacure				(1,010.25)						(166.70)	(71.70)	(533.45)			(166.70)	(71.70)	(1,010.25)
<input checked="" type="checkbox"/>		Bounced Cheque Date: 04-Jan-2017				(95.00)								(95.00)					(95.00)
<input checked="" type="checkbox"/>		Bounced Cheque Date: 05-Jan-2017				(140.00)								(140.00)					(140.00)
<input checked="" type="checkbox"/>		Bounced Cheque Date: 15-Dec-2016				(71.70)								(71.70)					(71.70)
<input checked="" type="checkbox"/>		Bounced Cheque Date: 21-Dec-2016				(148.00)								(148.00)					(148.00)
<input checked="" type="checkbox"/>		Reversed Payment Date: 04-Jan-2017				(238.40)						(95.00)	(71.70)					(71.70)	(238.40)
<input checked="" type="checkbox"/>		Reversed Payment Date: 07-Dec-2016				(95.00)											(95.00)		(95.00)
<input checked="" type="checkbox"/>		Reversed Payment Date: 13-Dec-2016				(71.70)											(71.70)		(71.70)
<input checked="" type="checkbox"/>		Reversed Payment Date: 21-Dec-2016				(150.45)						(71.70)		(78.75)					(150.45)
<input checked="" type="checkbox"/>		Bundaberg Clinic				(65.00)						(65.00)							(65.00)
<input checked="" type="checkbox"/>		Dr Frederick Findacure				(65.00)						(65.00)							(65.00)
<input checked="" type="checkbox"/>		Reversed Payment Date: 15-Dec-2016				(65.00)						(65.00)							(65.00)
Total Reversed Payments:							(1,149.35)					(203.75)	(108.75)	(533.45)			(166.70)	(71.70)	(1,149.35)

Grouping

Report is grouped by location then provider and reversal date with totals for each group.

Old Written Off Reports

With the release of Bp Premier Jade, some old Written off reports no longer work. The reports that do not work and the replacement new reports are listed below.

Old Report	Replacement
Written off by doctor	Cancelled and Written off services
Written off, by doctor, by date written off	Cancelled and Written off services
Written off, by doctor, by date of service	Cancelled and Written off services

If you try to run the above reports you will receive the following error:

```
SQL Error State:42000, Native Error Code: E5, ODBC Error:
[Microsoft][ODBC SQL Server Driver][SQL Server]The SELECT per-
mission was denied on the object BESTPRACTICE', database
BPSPATIENTS', schema dbo'.
```

Appointments

Appointments (grouped by type)

This report lists all appointments for the selected date range.

Columns show appointment invoice count, service count, and total fee, so you can check that all appointments have been invoiced. At the appointment date level, you can see the appointment start time, length, status and patient name. The report can then be expanded to the invoice and service levels where you can see patient arrival time and consultation start time, as well as any invoice and service details.

Appointments (grouped by Type)

BP Test Practice

Appointment StartTime	Appointment Length	Appointment Status	Patient Name	Arrival Time	Consultation Start Time	Appointment Count	Invoice Count	Service Count	Total Fee
InvNo	InvDate	BilledTo							
MBS Item	Description								
<input type="checkbox"/> Immunisation						2	2	2	\$33.90
<input type="checkbox"/> Dr Rick Doctor						2	2	2	\$33.90
<input type="checkbox"/> 19/09/2014						2	2	2	\$33.90
<input type="checkbox"/> 9:50	0:10	Completed	Farrah Eason			1	1	1	\$16.95
<input type="checkbox"/> 201303	19/09/2014	Medicare Australia					1	1	\$16.95
<input type="checkbox"/> 10:00	0:10	Completed	Jim Eason			1	1	1	\$16.95
<input type="checkbox"/> 201304	19/09/2014	Medicare Australia					1	1	\$16.95
<input checked="" type="checkbox"/> New patient						1	1	1	\$69.00
<input type="checkbox"/> Pap smear						1	1	2	\$0.00
<input type="checkbox"/> Dr Rick Doctor						1	1	2	\$0.00
<input type="checkbox"/> 19/09/2014						1	1	2	\$0.00
<input type="checkbox"/> 10:10	0:10	Completed	Chaminda Hines	11:18	11:18	1	1	2	\$0.00
<input checked="" type="checkbox"/> Standard appt.						3	3	3	\$143.00

Grouping

The report is grouped by Appointment Type, Provider, then Appointment date.

Shading

Green	Invoices and services on hold are shown in green. They are included in the Invoice and Service counts but not in the Total Fee column, so the report can be compared with the Services reports.
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Appointments (grouped by user)

This report lists all appointments for the selected date range.

Columns show appointment invoice count, service count, and total fee, so you can check that all appointments have been invoiced. At the appointment date level you can see the appointment start time, length, status and

patient name. The report can then be expanded to the invoice and service levels where you can see patient arrival time and consultation start time, as well as any invoice and service details.

Replacement for the following reports:

Appointment count by provider, detail	Appointment count by provider, summary
Appointment by type	

Appointments (grouped by User)

BP Test Practice

Appointment	Appointment	Appointment	Appointment	Patient Name	Arrival	Consultation	Appointment	Invoice	Service	Total
Start Time	Length	Type	Status		Time	Start Time	Count	Count	Count	Fee
InvNo	InvDate	BilledTo								
MBS Item	Description									
Dr Rick Doctor							7	7	8	\$245.90
19/09/2014							7	7	8	\$245.90
9:00	0:10	Standard appt	Completed	Joe Bloggs	11:11	11:11	1	1	1	\$16.95
201305	19/09/2014	Medicare Australia						1	1	\$16.95
3 Surgery consultation, Level A, 2nd visit on same day:									1	\$16.95
9:10	0:10	Standard appt	With doctor	Alan Abbott	11:11	11:11	1	1	1	\$37.05
9:20	0:20	New patient	Completed	Jenny Baxter			1	1	1	\$69.00
9:40	0:10	Standard appt	Completed	Berneice Grady			1	1	1	\$89.00
9:50	0:10	Immunisation	Completed	Farrah Eason			1	1	1	\$16.95
10:00	0:10	Immunisation	Completed	Jim Eason			1	1	1	\$16.95
10:10	0:10	Pap smear	Completed	Chaminda Hines	11:18	11:18	1	1	2	\$0.00
201306	19/09/2014	Medicare Australia						1	2	\$26.20

Grouping

The report is grouped by Provider then Appointment date.

Shading

Green	Invoices and Services that are on hold are shown in green. They are included in the Invoice and Service counts but not in the Total Fee column, so the report can be compared with the Services reports.
-------	---

Notes on usage

This report can be compared to the services reports, as long as invoices were created from the appointment book and service dates were not backdated.

Appointment summary

A summary is displayed on the last pages of the appointment reports. The **Summary by Appointment Status** groups appointments by the doctor and then the status, totals for Patient and Non Patient are shown. Use this summary to find Did Not Attend (DNA) and unfinished appointments.

Summary by Appointment Status		Patient	Non Patient
Brown Park		31	0
<input type="checkbox"/> Dr Craig Aram		22	0
<input type="checkbox"/> Booked		6	0
<input type="checkbox"/> Waiting		2	0
<input type="checkbox"/> Completed		14	0
<input type="checkbox"/> Dr Frasier Crane		4	0
<input type="checkbox"/> Waiting		1	0
<input type="checkbox"/> Completed		3	0
<input type="checkbox"/> Dr Matti Terzis		5	0
<input type="checkbox"/> With doctor		1	0
<input type="checkbox"/> At billing		1	0
<input type="checkbox"/> Completed		2	0
<input type="checkbox"/> DNA		1	0
Practice Totals		31	0

The **Summary by Appointment Type** groups each doctor's appointment by the type and displays the count by Patient and Non Patient. This summary is only available on the Appointments (grouped by Type).

Summary by Appointment Type		Patient	Non Patient
Brown Park		31	0
<input type="checkbox"/> Dr Craig Aram		22	0
<input type="checkbox"/> Immunisation		1	0
<input type="checkbox"/> Procedure		2	0
<input type="checkbox"/> Standard appt.		19	0
<input type="checkbox"/> Dr Frasier Crane		4	0
<input type="checkbox"/> Standard appt.		3	0
<input type="checkbox"/> Workers Comp.		1	0
<input type="checkbox"/> Dr Matti Terzis		5	0
<input type="checkbox"/> Standard appt.		5	0
Practice Totals		31	0

Clinical

The clinical reports provide information on My Health Record upload statistics and other provider-related functions.

Health Summary Upload Count reports include only uploads in which the visit was saved. If a Bp Premier user has uploaded a Shared Health Summary and closed the record without saving the visit, the upload will not be counted.

Shared Health Summary Upload Count - by patient

This report includes the count of times Shared Health Summaries have been uploaded and the number of patients who have had a Shared Health Summary uploaded. The details of each patient and the provider who performed the upload are included.

Shared Health Summary Upload Count - by provider

This report is similar to the **Shared Health Summary Upload Count - by patient** report but groups by provider first making it easier to find how many times a provider has uploaded Shared Health Summaries.

Incoming Referrals

This group of reports displays incoming referrals with a referral date within the selected range.

Incoming Referrals by Referral status

Displays referrals grouped into the four statuses defined below.

Due to expire	Expired after today's date but before the end date selected.
Expired	Expired as at today's date.
Not actioned	Not expired but has had no invoices created for it.
Active	Not expired.

Incoming Referrals by patient

Groups by patient showing all referrals for that patient with a referral date within the selected range.

Incoming Referrals by provider

Groups by provider showing all referrals entered for that provider with a referral date within the selected range.

Total vaccines provided

This report supplies totals of vaccines administered by a practice during the selected period, broken down by vaccine, batch number, and provider. Practices can use this report to monitor vaccine stock levels at regular intervals.

Total vaccines provided

Best Practice Clinic

Details					Total Sent
<input type="checkbox"/> Brisbane Clinic					7
<input checked="" type="checkbox"/> Vaccine Name:Boostrix					1
<input type="checkbox"/> Vaccine Name:Fluarix					1
<input type="checkbox"/> Batch No:A346874					1
<input type="checkbox"/> Dr Frederick Findacure					1
24/08/2015	Dr Frederick Findacure	Benjamin Abbott	Dr Frederick Findacure	24/08/2015	1
<input type="checkbox"/> Vaccine Name:Fluvax					3
<input type="checkbox"/> Batch No:A22111					3
<input checked="" type="checkbox"/> Dr Craig Aram					1
<input checked="" type="checkbox"/> Dr Ivor Cure					2
<input checked="" type="checkbox"/> Vaccine Name:Pneumovax 23					1
<input checked="" type="checkbox"/> Vaccine Name:Tet-Tox					1
Practice Totals:					7

Report Parameters:

Date Range: 15/08/2015 - 05/02/2018
Providers: All

Report Version: 1.0

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Patients

New Patients added during date range

Shows the number of patients added within the selected date range.

Grouping

Each grouping by month can be expanded to show the patient's name, address, sex, age and when they were added to the system.

Administrative

Administrative reports provide information on other components of the software not related to services, banking, or transactions.

Customised Practice Fees

This report lists all customised fees. Each custom item is grouped under MBS or Non-MBS and displayed with the fee for each schedule. The printable area of the report limits the amount of schedules that can be displayed to 14. If there is more than 14 schedules the report can be exported to Excel.

Customised Practice fees

Demo Practice

ITEM	DESCRIPTION	Schedule	Rebate	IP Rebate	DVA LMO	DVA Non LMO	Health Care Card	Industrial Health	Industrial Health - Local	Pensioner Fee	Practice fee	Staff	Travel (Student disc)	Travel Clinic	Wholesale Price
MBS Items															
3	Surgery consultation, Level A	\$17.20	\$17.20	\$17.20	\$19.80	\$17.80	\$35.00	\$38.00	\$38.00	\$31.00	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00
20	Nursing Home consultation, Level A	\$64.60	\$64.60	\$64.60	\$74.30	\$65.20	\$63.65	\$63.65	\$63.65	\$63.65	\$63.65	\$63.65	\$63.65	\$63.65	\$63.65
23	Surgery consultation, Level B	\$37.60	\$37.60	\$37.60	\$43.25	\$38.20	\$69.00	\$76.50	\$76.50	\$57.00	\$76.50	\$76.50	\$85.00	\$85.00	\$76.50
24	Home or Hospital Visit, Level B	\$63.95	\$63.95	\$63.95	\$73.55	\$64.55	\$82.95	\$82.95	\$82.95	\$82.95	\$82.95	\$82.95	\$82.95	\$82.95	\$82.95
35	Nursing Home consultation, Level B	\$85.00	\$85.00	\$85.00	\$97.75	\$85.60	\$83.75	\$83.75	\$83.75	\$83.75	\$83.75	\$83.75	\$83.75	\$83.75	\$83.75
36	Surgery consultation, Level C	\$72.80	\$72.80	\$72.80	\$83.75	\$73.40	\$118.00	\$139.00	\$139.00	\$97.00	\$139.00	\$139.00	\$150.00	\$150.00	\$139.00

SMS Reminder Status

This report displays the number of SMS appointment reminders sent, and the number of replies received, within a specified date range. The information is displayed by location, date sent, and provider associated with the appointment.

SMS Reminder status report

Bp AUS

	Total Sent	Reply Count
<input type="checkbox"/> Main surgery	23	14
<input type="checkbox"/> Date Sent: 28-Jul-2017	2	0
Appointment for - Mr Criag Aram	2	0
<input type="checkbox"/> Date Sent: 31-Jul-2017	9	5
Appointment for - Mr Criag Aram	9	5
<input type="checkbox"/> Date Sent: 01-Aug-2017	12	9
Appointment for - Mr Criag Aram	11	9
Appointment for - Dr Kristen Ida	1	0
Practice Totals:	23	14

Report Parameters:

Date Range: 24/07/2017 - 01/08/2017
Providers: All

Report Version: 1.01

NOTE: This report indicates the number of SMS's with replies, NOT the total number of replies received.

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Days away by provider

This report shows the dates that a provider has been away from the practice. The report also shows the dates that the practice has been closed.

Days away by provider

Demo Practice

Provider	STARTDATE	FINISHDATE
Days away		
Dr Margaret Adcock	09/01/2019	09/01/2019
Dr Craig Aram	07/01/2019	07/01/2019
Days closed		
Demo Practice	26/01/2012	26/01/2012
Demo Practice	08/01/2019	08/01/2019

Historical Reports

IMPORTANT This article is only for practices who upgraded from a version prior to Lava, and explains the reporting changes made in the Lava release. 'Historical' reports have been provided for practices who need to report on data prior to their upgrade to Lava or later.

Bp Premier management functionality was changed significantly with the Lava release. Each time an amendment is made to an invoice or payment, an adjustment record is created. The original value of the invoice and service is preserved and the new values are reflected in the adjustment records. New management reports have been created which correctly report on any adjustments.

The management reports module prior to Lava comprised approximately 150 reports. Around 120 of these relate to accounts and payments, with the remainder relating to appointments and patient demographics. Many of the old accounts and payment reports were duplicated to cater for specific requests from practices, resulting in a very long and confusing list to choose from. Some of these old reports use invoice, service, and payment-created dates. Service or payment dates can be backdated, which can cause inaccuracies when these dates are used for reporting.

What do I use the historical reports for?

Because the new reports expect that adjustment records are present for any amended invoices, the new reports cannot accurately reflect the invoices and payments created before the Lava version was installed. Therefore, an alternative set of 'historical' reports have been developed that correspond with the 'old' versions of the management reports but have some improvements. These reports can **only** be run for dates prior to the date the Lava program update was applied to your system.

This section explains which types of transactions can be accurately reported on and how to reconcile historical reports against the old management reports.

The following historical reports have been provided.

Detailed reports	Summary reports
Services - by Account Type (grouped by service created) - Historical	Services Summary - by Account Type (grouped by service created) - Historical
Services - by Account Type (grouped by item) - Historical	
Payments - by Account Type (grouped by item) including related services - Historical	Payments Summary - by Account Type (grouped by payment created) - Historical
Payments - by Account Type (grouped by payment created date) including related services - Historical	
Payments - by Payment Method (grouped by date) including related services - Historical	Payments Summary - by Payment Method (grouped by date) - Historical
Transaction Report (grouped by item) - Historical	
Transaction Report (grouped by payment created date) - Historical	Transaction Summary Report (grouped by payment created) - Historical

Detailed reports	Summary reports
Transaction Report (grouped by service created date) - Historical	

What do the historical reports show?

- Services created prior to but either Cancelled or Written off within the reporting period
- Services created and either Cancelled or Written off within the reporting period
- Services created within but either Cancelled or Written off after the reporting period
- Payments created prior to but Cancelled within the reporting period
- Payments created and Cancelled within the reporting period
- Payments created within but Cancelled after the reporting period
- Payments adjusted within the reporting period.

Fee, location, or schedule changes made prior to the Lava program update cannot be correctly reflected on the reports, because the old values were not retained in version 1.8.4.642 and earlier.