SmartSeries (version 4) - Year End Reports

This paper is to aid you in running your fiscal or financial year end. A financial year end is a 12 month period used for calculating annual statements. The 12 month period does not have to be a calendar year and is determined by your business practice therefore the date of your year end will differ from that of another business.

Before you begin running your year end reports, please recalculate your balances. To do this, open **Smart Toolbox** on your desktop (make sure SmartSeries is closed) and select **Recalculate Balances.** Depending on the speed of your computer and the size of your data this could take up to an hour.

A/R Aged Report

Run this report _before_ your year end date so that you can reconcile any outstanding monies before you run the Transaction Summary Report to send to the accountant.

This report prints all outstanding balances. The balances are sorted into 0-30 days, 30-60 days, 60-90 days and 90+ days. The **A/R Report** includes patient name and the invoice line item service date and fee item. It is sorted by account, insurer and patient name.

To run this report go to the **Reports Menu**, select **Accounting Reports**, select **A/R Aged**; make sure your put a check mark beside **All Accounts**, **All Insurers**. This will give you a detailed report, if you require just a summary put a check mark beside **Summary.**

Transaction Summary Report

The Transaction Summary report summarizes all transactions for the transaction dates, insurers and accounts you choose. This report is sorted by account and then by insurer. It lists all revenue; charges and credits, and all cash; payments and refunds for dates selected. It also lists write-offs and any balances owing. You can print each account on a separate page for confidentiality.

To run this report, go to the **Reports Menu**, select **Accounting Reports**, and then select **Transaction Summary**. Make sure to select your date range that matches your financial year, and then select **All Accounts**, **All Practs**, **All Payees**, and **All Insurers**. If you require separate pages for each account then put a check mark beside **Separate Accounts.**

Reset Insurance Counters (New Calendar Year)

This process is automatic and will run the first time you exit SmartSeries in the New Year