

Accessing Hospital Sales Reports via the Menu

Accessing Hospital Sales reports is granted to authorised employees by the Hospital Administrator through the Employee Roles Page.

Opening sales reports via the menu grants access to all available types of sales reports in the system. For details on the types of reports, click [here](#). Alternatively, accessing sales reports via the toolbar is the quickest method, especially suitable for cashiers. However, this method only provides access to the Comprehensive sales reports. For instructions on accessing a sales report via the toolbar, click [here](#).

When a report is accessed using the instructions in this page, it automatically opens in the system and generates a PDF version stored in a special Windows folder. Click [here](#) for more information on this special Windows folder where system generated documents are stored. There is a system setting which allows for the printing out of an excel version of every pdf document generated by the system. For more information on this system setting, click [here](#).

Instructions for opening sales reports via the menu :

1. Position your cursor over the **menu**, which is situated at the top of the homepage, and click the **Sales Reports** item in the top-level menu. This action will reveal a dropdown menu, which lists the different types of sales report types available in the system. For details on the types of sales reports, click [here](#).
2. Select the relevant sales report type from the dropdown menu. This action will reveal another dropdown menu with two options: **Detailed** or **Summarised**. After selecting either the detailed or summarised option, the Report Parameter Selection Page will open.
3. Fill in relevant inputs on the Report Parameter Selection Page. Depending on the report type selected, additional inputs such as practice or cashier selectors may be present. Specify a time range for the sales report.
4. Once all inputs are completed, the Print Toolbar Button will become active. Click the Print Toolbar Button to generate the sales report.
5. The Report Parameter Selection Page will close, and the desired report will open for viewing. Interpreting a sales report relies on understanding its sections. Click [here](#) for a breakdown of the different sections of a sales report.
6. If the chosen report type is comprehensive, upon opening the Sales Report, additional related reports are automatically opened. For the Comprehensive Detailed Sales Report,

the following reports are opened : 1) Detailed Statement of Cash Flows. For the Comprehensive Summarized Report, the following reports are opened : 1) Summarized Statement of Cash Flows, 2) Statement of Changes.

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