Sections in a Hospital Sales Report.

This page details the sections of a Hospital sales report provides an in-depth examination of the report's components. Each section serves a crucial role in presenting essential information for effective financial analysis and decision-making within Paperless Hospital.

Header Section

In its default configuration, this section features prominent, bold text that spells out the company’s name and address. There is a system setting which when toggled replaces the default text with a pre-selected image in the header. This header image can either span the full width across the top of each page or be displayed with a limited width within the same section on each page.

Title Section

This section signifies the report type and the time frame it encompasses.

Revenue Summary Table

This section summarises all Revenue resulting from the transactions listed further down in that particular report.

Consider a sales report that details transactions where the total cash revenue amounted to USD $200.00. In such a report, the Revenue Summary Table would feature a row specifically reflecting this cash revenue, in it's specific currency. This row would be labeled as **[11110] - Cash (USD)**. The number **11110**, enclosed in square brackets, represents the unique General Ledge Account number for the Cash (USD) General Ledger Account. Technically (in accounting terms and in the Chart of Accounts) this [11110] - Cash (USD) account is classified as an **Asset** account as opposed to being classified as a **Revenue** account. Each General Ledger Account has its own distinct account number.

In addition to the cash and electronic (i.e. bank account) forms of revenues, another form of revenue is **Accounts Receivable** (abbreviated as AR). These debts are considered assets in much the same way that cash and bank account funds are considered as assets. In the chart of accounts, the Accounts Receivable General Ledger Account has four child accounts, each representing a different type of debtor.

- Corporates (AR)
- Customers (AR)
- Patients (AR)
- Medical Aid Societies (AR)

The Medical Aid Societies (AR) General Ledger Account is subdivided into 30+ sub-accounts, each corresponding to a different medical aid society company. Given that claims constitute a significant revenue stream for medical practices, most reports will feature at least one of these 30+ Medical Aid Society sub-accounts in the Revenue Summary Table.

Consider a sales report that details transactions involving claims from different Cimas patients over a period of time. Consider that these patients treated on different days, also have policies denominated in different currencies. Suppose the total of the USD claim amounts is USD $1,200.00 (for the USD denominated Cimas policies) and the total of the ZIG claim amounts is ZIG $34,500.00 (for the ZIG denominated Cimas policies). In such a case, the Revenue Summary Table would feature two separate rows, each corresponding to the General Ledger Account **[11330.09] - (AR) Cimas**. In one of the rows corresponding to Cimas, the revenue amount of USD $1,200.00 would be displayed, while in the other row, the ZIG $34,500.00 revenue amount would be shown. Note that rows in the Revenue Summary Table can only detail revenue in just one (1) currency. In the example we just referenced, one (1) medical aid society is responsible for revenue in two (2) different currencies, hence 2 rows in the Revenue Summary Table are necessary to detail revenue due to that society.

Detailed Sales Overview Table (exclusive to detailed sales reports)

It provides a comprehensive breakdown of every service or inventory item sold within the hospital management software. This table has several columns, each offering valuable insights into the transactions. Here is a list of the columns in the order they appear from left to right :

- **date**
- **time**
- **journal entry number** : Useful for identifying and potentially reversing specific transactions.
- **line description**
- **patient full name**
- **quantity sold**
- **sales price** : This column displays the price at which each item was sold. It is listed in the default currency of the system, which is typically USD.
- **extended sales price** : Calculated by multiplying the sales price by the quantity sold, this column represents the total revenue generated for each item. Also listed in the

default system currency, which is typically USD.

Notably, sales prices are consistently listed in the default currency of the system, typically USD, ensuring uniformity across all reports regardless of the currency used in transactions.

The total sales value in the default currency for all transactions within a report is highlighted at the bottom of a Sales Overview Table in bold text. For deeper understanding of this total and how it relates to the data in the Revenue Summary table, please consult the section titled **"Comparing the total from a Sales Overview Table and Revenue Summary Data"**.

Summarised Sales Overview Table (exclusive to summarised sales reports)

It consolidates multiple instances of the sale of a specific service or item. This aggregation process condenses individual transactions into a single row, displaying the total quantity sold during the report period. As a result, transaction-specific details such as time and journal entry number are not included in this table. Instead, it features the following columns :

- **line description**
- **quantity**
- **max paid** : Particularly useful for differentiating sales prices within separate transactions for the same item, as it lists the highest sales price among these transactions in each respective row. This amount is listed in the default currency of the system, which is typically USD.
- **sales** : Provides a comprehensive overview of the total monetary value generated from the collective sales of individual items during the reporting period. Also listed in the default system currency, which is typically USD.

The total sales value in the default currency for all transactions within a report is highlighted at the bottom of a Sales Overview Table in bold text. For deeper understanding of this total and how it relates to the data in the Revenue Summary table, please consult the section titled **"Comparing the total from a Sales Overview Table and Revenue Summary Data"**.

Comparing the total from a Sales Overview Table and Revenue Summary Data

Both Sales Overview Tables provide valuable insights into sales data. The **total** shown at the bottom of these tables represents the overall sales values recorded during the report period, all **in terms of the default currency**.

When comparing the total in a Sales Overview Table with the information in the Revenue Summary Table, it's important to consider currency conversion. While the total in a Sales Overview Table is always in the default currency, the Revenue Summary Table breaks down sales revenue by different transaction currencies. To make a fair comparison, currency values in the Revenue Summary Table need to be converted into their default currency equivalents **using the exchange rates at the time of transaction processing**.

In essence, Sales Overview Tables and the Revenue Summary Table work together to provide a comprehensive understanding of sales revenue. By combining and analyzing data from both sources, users can identify trends, make informed decisions, and improve operational efficiency and financial success.

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