

Sales Reports Instructions

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

Interpreting a sales report relies on understanding its sections. Click [here](#) for a breakdown of the different sections of a sales report.

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](#).

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.

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**".

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 Ledger 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)
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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.
