![covetrus]

VMG Quarterly Reporting Guide Current Members

AVImark®

Overview

AVImark treatment service revenue can be harvested utilizing the AAHA/VMG General Ledger Chart of Accounts definitions using the Report Codes feature in AVImark without disrupting your current reporting. Reports collecting only specific treatment services to match the VMG GL revenue buckets can be created by assigning a report code to each product/treatment service. These report code revenue buckets enable a secondary treatment service capture utilizing totally different revenue definitions such as in the VMG GL revenue chart of accounts.

Updated Chart of Accounts

The VMG Chart of Accounts has been updated and is now referred to as the AAHA/VMG Chart of Accounts. Current members of VMG will need to go into AVImark and make changes to their existing accounts and enter new Report Codes. Using the table below, make the changes to your accounts using the recommended Report Code as shown.

To begin making the changes as outlined in the table below:

1. Go to **Work with > Inventory List** or **Treatments List**.

2. **Right-click > Change** on the appropriate treatment or inventory item.

3. Enter the **Report Code**.

4. Click **OK** to save changes.

	AAHA/VMG Account Number and Name	Report Code Recommendation for New Accounts
5099	Large Animal Svcs/Prods	099
5105	FDA Prescription Meds, Pill, Cap, Liquid, Etc. Revenue	105
5420	Specialist (Imaging) Consultation Revenue	420
5510	Non-Specialist Surgery Revenue	510
5520	Specialist Surgery Revenue	520
5825	Boarding Revenue	825
5850	Grooming Revenue	850
5905	Fee Discounts and Client Returns	905
5910	Returns and Allowances	910

The information found in Appendix A, B, and C of this manual is a copy of the instructions from the original VMG Quarterly Reporting Guide. The Appendices are for your reference.

Final Check

You can compare your accounts to the complete AAHA/VMG Chart of Accounts shown below and make sure you have entered in the appropriate Report Codes for reporting purposes. Keep this table handy for future reference when running the Quarterly Revenue by Category search/report.

Account	Report Code Recommendation
5001 Vaccine Revenue	001
5010 Examination Revenue	010
5020 Hospitalization & Treatment Revenue	020
5025 Fluid Therapy Revenue	025
5030 Diagnostic Services Revenue	030
5040 Rehabilitation Revenue	040
5045 Laser Therapy Revenue	045
5050 Mortuary Revenue	050
5060 Behavior Service Revenue	060
5070 Alternative & Complimentary Medicine Revenue	070
5080 Specialist Revenue	080
5095 Medical Waste Revenue	095
5099 Large Animal Svcs/Prods	099
5105 FDA Prescription Meds, Pill, Cap, Liquid, Etc. Revenue	105
5110 Injection Revenue	110
5115 FDA Prescription Flea/Tick NON HW Parasite Control Products Revenue	115
5120 FDA Prescription Combo HW/Parasite Control Product Revenue	120
5130 Internet Pharmacy Revenue	130
5201 Therapeutic Diet Revenue	201
5202 Retail Diet Revenue	202
5301 In-House Lab Revenue	301

Account	Report Code Recommendation
5302 Outside (Reference) Lab Revenue	302
5403 X-Ray Revenue	403
5404 Dental X-Ray Revenue	404
5405 CT Services Revenue	405
5410 Ultrasound Services Revenue	410
5415 MRI Services Revenue	415
5420 Specialist (Imaging) Consultation Revenue	420
5510 Non-Specialist Surgery Revenue	510
5520 Specialist Surgery Revenue	520
5600 Anesthesia Revenue	600
5700 Dentistry Revenue	700
5801 OTC Prod, Shampoos, & Nutraceuticals Revenue	801
5802 Pet Supplies Revenue	802
5803 NON-FDA Flea and Tick Control Parasiticide Revenue	803
5804 Internet Ancillary Sales Revenue	804
5825 Boarding Revenue	825
5850 Grooming Revenue	850
5905 Fee Discounts and Client Returns	905
5910 Returns and Allowances	910

Appendix A: Review of Report Codes

Defining Report Codes

The searches and reports described in this guide can be customized to only include categories with the use of Report Codes. These are user-defined number or letter characters (VMG suggests using the numeric GL VMG Report Codes in the table on page 4) used for grouping performed services/products together on certain reports (Treatment Control Log, Patients by Treatments, Income by Treatment, Transaction Summary, and Sales Summary).

1. Report codes are added from within **Options Maintenance** ( ) and typing the keywords **report codes**.
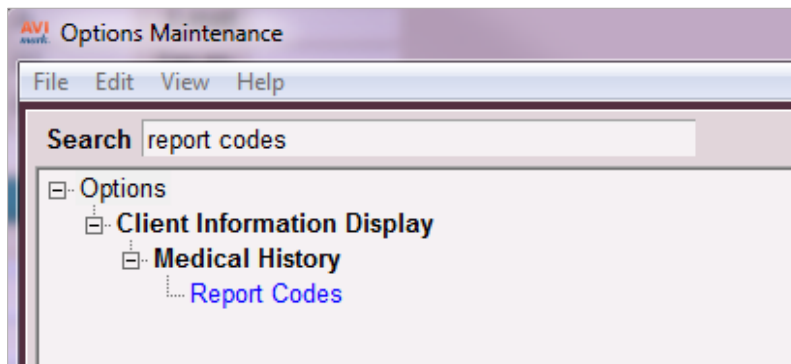
2. Click on the **Report Codes** option and enter the alpha or numeric code (without spaces or commas) you would like to represent a specified category. Click **OK** when complete.

> 📝 **Enter the numbers as shown in the image below. The numbers will be available to combine into 3 digits to match the last 3 digits of the AAHA/VMG Chart of Accounts as shown in the table on page 4.**
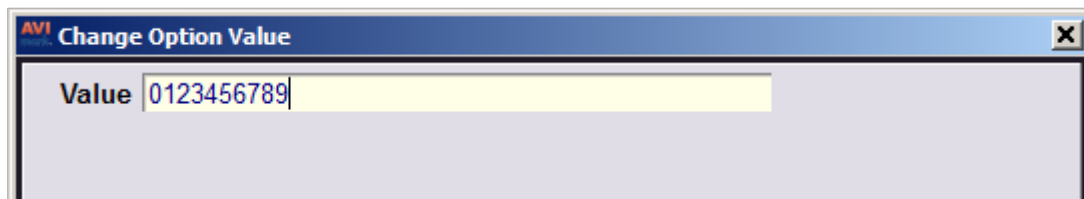
Report Code Suggestions

Once the report codes are defined you can then assign report codes to individual treatments and items.

1. Go to **Work with > Inventory List** or **Treatments List**.

2. **Right-click > Change** on a treatment or inventory item.
Within the Report Codes field, click on the drop-down menu to select the appropriate report code or type in the digits. You can have up to three code values for each treatment/item. In the screen shot below, code 001 was entered as the Report Code for this vaccination.

> 📝 **You can also select all treatment/items within a category. Click Ctrl+A on your keyboard to highlight the entire list of treatments/items. Right-click > Change. Set the Report Code fields, then click OK to apply the Report Code change to all highlighted treatments/items.**


The table on pages 4 and 5 shows the recommended 3-digit Report Code Assignment to best match the AAHA/VMG Chart of Accounts. Keep this table handy as a reference. When you run the search, Quarterly Revenue by Category (shown on page 8), the search will return records with the 3-digit Report Codes. You may need to identify what the VMG Category is that matches the 3-digit code.

Appendix B: Information Searches

Creating an Information Search with the Code Editor.

1. Choose **Work with > Information Search** or click on the Information Search button (

).

2. From within the Choose Search Criteria window, select a previously saved search or click Cancel to open a blank search window.
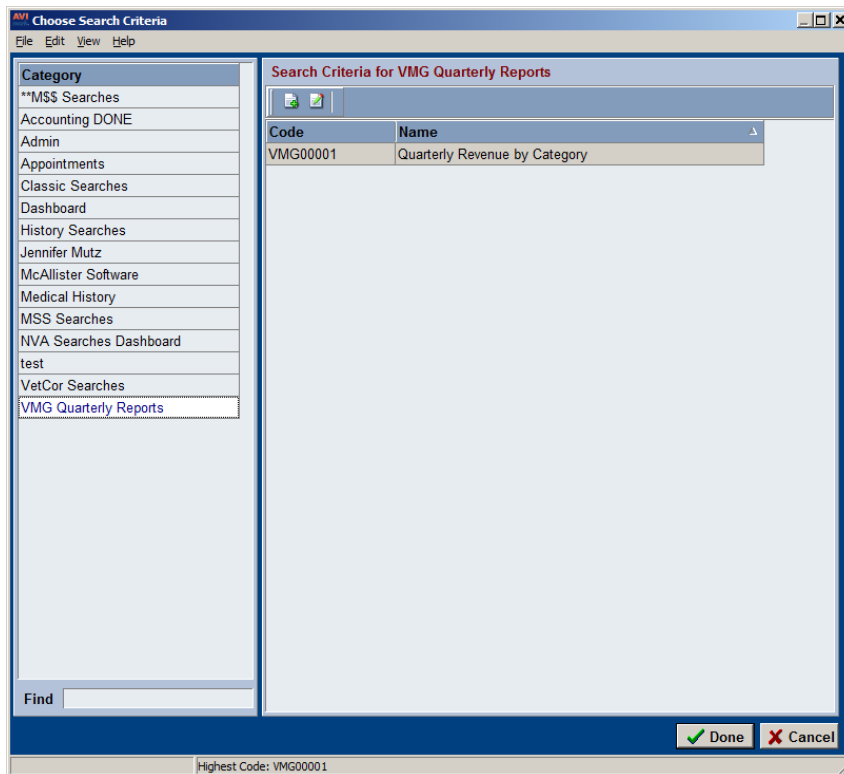
3. In the New Search Criteria window click on **View** and choose **Code Editor**.
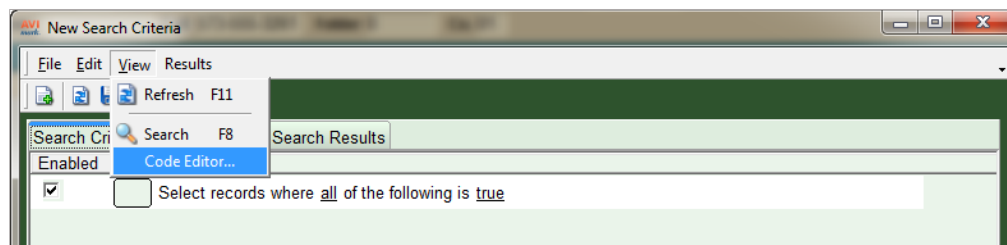
4. In Code Editor, press **Ctrl+A** then **Delete** to clear the editor.

5. Copy the code (as shown in RED beginning on page 10) for each topic and paste it within the Code Editor window.

6. Click **OK** to create the search.

7. Click **Yes** to make sure you save the search for future use.

> **Remember, the date ranges are user defined and will need to be changed each time the search is run. This is done by clicking within the date fields and making the appropriate changes.**
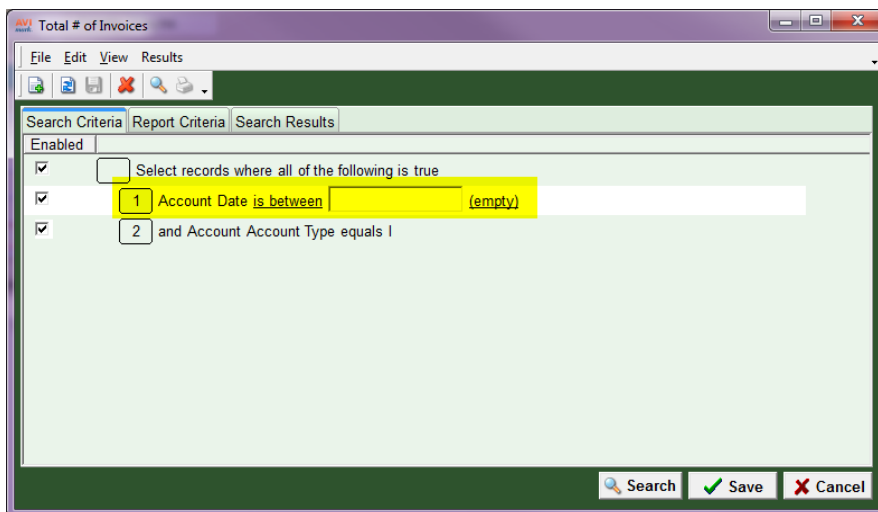
Revenue by AAHA/VMG Chart of Accounts

This report will give you the revenue breakdown for all treatments and items that contain a Report Code using the recommendations on Chart of Accounts on pages 4 and 5.

```
search [Client] code 'VMGQRC20' name 'Quarterly Revenue by Category'
category 'VMG Quarterly Reports' (
  [Account-Date] is between '01-01-21' '03-31-21' and
  [Account] exists in (
    [Account-Treatment-Report Codes] does not equal '' or
    [Account-Item-Report Codes] does not equal ''
  )
) report (
  [Account-Amount] summary (sum),
  [Account-Recordable Entry-Report Codes]
) sort by (1 ascending) summarize by sort order
```

Total Number of Patient Visits

You will need to use a Patient Check-In code (typically ' Vi$it ') or have another exam code or consistent code entered when a patient is physically presented to the practice and seen by a veterinarian for a medical or surgical service or for a professional service ordered by a veterinarian for the quarterly reporting time period to utilize in the search. If the criteria just mentioned is not met, the search will not work. Medication purchases without the patient physically present are not included as a patient visit. It is imperative to train the hospital client service staff to accurately use the "Vi$it" patient check in code using the VMG criteria for a patient visit.

```
search [Client] code
'VMG00002' name 'Quarterly Patient Visits'
category 'VMG Quarterly Reports' (
  [History-Code] equals 'Vi$it' and
  [History-Date] is between '01-01-21' '03-31-21'
) report (
  [History-Description] caption 'VISITS',
  [History-Code] summary (count),
  [History-Site]
) sort by (2 ascending, 0 ascending) summarize by sort order
```

Revenue for Patients with Visits

This search will calculate the total revenue for the patients who were physically present in the practice and seen by a veterinarian for a medical or surgical service or for a professional service ordered by a veterinarian during the quarterly reporting period. If a patient received a medication refill or other item was ordered by the veterinarian but the patient was not physically present during the purchase, then that purchase should not count as a patient visit revenue for this calculation.

```
search [Client] code 'VMG00003' name 'Quarterly Revenue for patient visit'
category 'VMG Quarterly Reports' (
  [History-Date] is between '01-01-21' '03-31-21' and
  [Patient] exists in (
    [History-Date] is between '01-01-21' '03-31-21' and
    [History-Code] equals 'Vi$it'
  )
) report (
  [Client-Account],
  [History-Amount] summary (sum),
  [History-Site]
) sort by (2 ascending) summarize by sort order
```

Number of Active Clients

Clients with any type of service or item in accounting in the time frame you choose.

```
search [Client] code 'VMG00004' name 'Active Clients - 24 Months'
category 'VMG Quarterly Reports' (
  [Account-Account Type] equals 's,t' and
  [Account-Date] is between '01-01-19' '12-31-21'
) report (
  [Account-Site],
  [Client-Account] summary (distinct)
) sort by (0 ascending) summarize by sort order
```

Active Pets (by species) - Past 24 Months

search [Client] code 'VMG00005' name 'Active Patients by Species - 24 Months'
category 'VMG Quarterly Reports' (
  [Account-Date] is between '01-01-19' '12-31-21' and
  [Account-Account Type] equals 's,t'
) report (
  [Account-Site],
  [Account-Patient-Species Entry-Species],
  [Account-Patient-Record Number] summary (distinct)
) sort by (0 ascending, 1 ascending) summarize by sort order

Quarterly New Clients

search [Client] code 'VMG00006' name 'Quarterly New Clients'
category 'VMG Quarterly Reports' (
 [Client] exists in (
  [Account-Account Type] does not equal 'b' and
  [Account-Date] is between '01-01-21' '03-31-21'
) and
 [Client] does not exist in (
  [Account-Date] is less than '12-31-20' and
  [Account-Account Type] does not equal 'b'
)
) report (
 [Client-Account] summary (count),
 [Client-Full Name],
 [Client-Added]
) sort by (0 ascending)

Appendix C: Quarterly Routine

The following steps will guide you through what you should do every quarter to capture the data needed for VMG Quarterly Reporting.

Information Searches

1. Go to **Work with > Information Search**. Select the VMG Quarterly Reports Category.
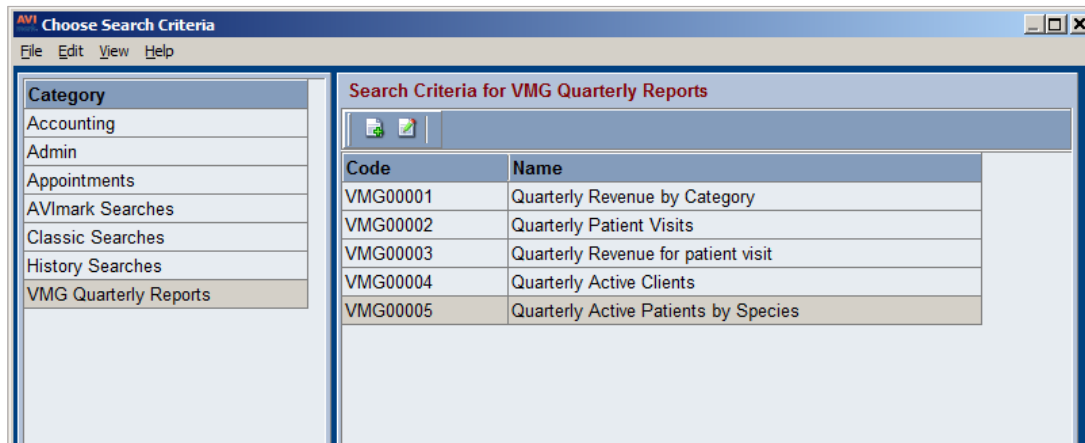
2. Open each search, VMG00001-VMG00005.

3. **Adjust the dates** to match the quarter that recently closed.

4. Click **Run** and transcribe the results into DATALink.

Period Totals

1. Go to **Work with > Reports**.

2. Select the **Period** of **Quarter** and the **End** date of the last quarter.
Move the report, **Period Totals**, into the **Print These** column, and click **Print**.

This report will help you find your Tax Information, Late Fees assessed, and Total Invoices.

AVImark Animal Hospital
PERIOD TOTALS

Page: 1
(Consolidated)

	TOTAL	COUNT	AVERAGE	% TOTAL
Cash Payments	626.15	1	626.15	1%
Check Payments	70470.88	13	5420.83	99%
Total Payments	71097.03	14	5078.35	100%

Production by Provider

	TOTAL	COUNT	AVERAGE	% TOTAL
Jeremy Bennett. DVM	66394.74	10	6639.47	99%
Doctor D	131.43	3	43.81	0%
32	352.33	9	39.14	1%
Sue	54.50	1	54.50	0%
Dr. AC	147.57	1	147.57	0%
Dr. RB	27.75	3	9.25	0%
Total Invoices	67108.32 *	12	5592.36	100%

Late Charges	5.47 *	3	1.82
Adjustments	265.74 *	11	24.15
Subtotal of Charges	67379.53		

	On	Tax
State tax	66165.25	2012.81
Local tax	66161.38	1977.34
Total Tax		3990.15 *

Inventory Report

This report will help you find the total stock value to report for the quarter.

1. Go to **Work with > Inventory List**.

2. Click **File > Reports > Inventory Report**.

3. Check **Totals Only** and click **Print**.

📄 **For Covetrus ordering, look at www.intelligentinventory.com. Intelligent Inventory can help keep your on-hand and cost values accurate.**

The **Stock value** column will display the total cost of the products you currently have on hand. This calculation is done by multiplying the on-hand quantity by the average cost of the item.

Date:	05-03-14		AVImark Animal Hospital INVENTORY REPORT								Page: 2
Description		U/M	Price	On hand	Avg cost	Stock value	Unit cost	Pkg. cost	Codes	Cls	Last sold Document
Nutritional Supplements						10659.82					
Pharmacy Anesthetics & Tranquil						1300.46					

Date:	05-03-14		AVImark Animal Hospital INVENTORY REPORT								Page: 3
Description		U/M	Price	On hand	Avg cost	Stock value	Unit cost	Pkg. cost	Codes	Cls	Last sold Document
TOTAL INVENTORY VALUE						256326.53					

📄 **This report is ideal for reporting the total stock value of your inventory if you receive Purchase Orders through AVImark. If you do not have your inventory completely aligned categorically with the AAHA/VMG Chart of Accounts, please only use the "Total Inventory Value" line. If your inventory is categorized to match the AAHA/VMG Chart of Accounts, then you can use the Category Values, like the Nutritional Supplements line above.**