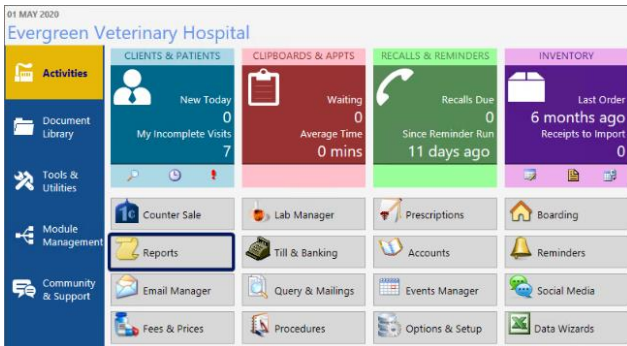
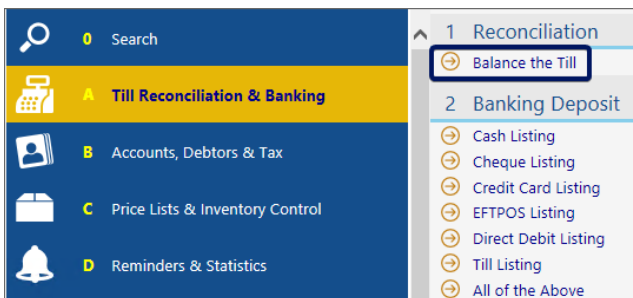


Back on Track - Reports

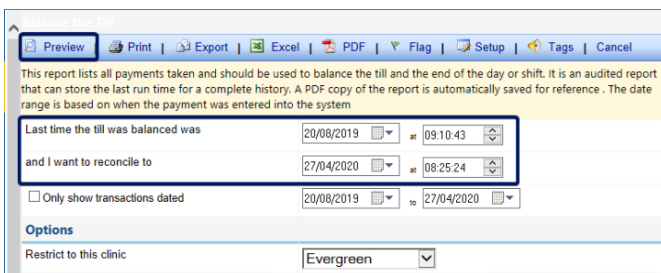
RxWorks



- This help guide will show you how to run some different reports to help you get back on track after the period of lockdown.
- In the **Task Panel** click **Reports**.
- There are many reports within this area.



- To run the Balance the Till, select **Till Reconciliation & Banking** from the left-hand side of the screen and click **Balance the Till**.



- **Last time the till was balanced was** shows you the date that report was last run.
- **and I want to reconcile to** will automatically default to today's date.
- You can either run the report for the entire period on screen, i.e, in this example from 20th April 2019 to 27th April 2020 or you can run the report to produce on for each day.
- To do this, change the **and I want to reconcile to** date to 21st April 2019 and repeat the following steps until you reached present day.
- Once you have set your chosen time period, click **Preview**.

Start Date (cash reconciliation)

Do you want to store the following start date for the next time you run this listing?

Start Date: 01/05/2020
10:13

Till Float
These float figures will be used for your next till reconciliation.

Notes: £35.00 Coins: £10.00

Audit

	Calculated	Actual	Variance
Cash	£1,613.55	£0.00	£-1,613.55
Cheque	£400.00	£0.00	£-400.00
Credit	£736.80	£0.00	£-736.80
EFTPOS	£220.00	£0.00	£-220.00
Total	£2,970.35	£0.00	£-2,970.35

OK Cancel

- This window will appear with the totals of each payment method tallied up. These totals should coincide with your banking.
- If you use a float, adjust the **Notes and Coins** section accordingly.

Note: don't press ok until you are happy that the totals in RxWorks match the totals you have on your banking sheets.

cash reconciliation

Scripting...

Preview

2 / 2

Business Objects

Cash Reconciliation
Period 20/08/2019 09:10:43 to 01/05/2020 10:13:02
Evergreen Veterinary Hospital

Trans No.	Client No.	Name	Receipt Date	Cash	Cheque	Credit Card	Debit Card	Direct Debit	Entered by
				Cash					
1,613.55				400.00	736.80	220.00	30.00		
(14)				(5)	(8)	(3)	(3)		
				Card Name	Total	Total Payments			
				Not Specified	736.80	3,000.35			
						Less EFTPOS Cash out			
								3,000.35	
								Till - Notes	0.00
								- Coins	0.00
								Total	3,000.35

- The PDF document will automatically load on screen for you to check through each transaction. The last page will allow you to see the totals again and match it to your banking.
- If the totals don't match and you can see the transactions that are causing the issue, you are able to close the PDF document, press **Cancel** and make the necessary amendments.
- If your totals do match, you can **print** the document and close the window.

Start Date (cash reconciliation)

Do you want to store the following start date for the next time you run this listing?

Start Date: 01/05/2020
10:13

Till Float
These float figures will be used for your next till reconciliation.

Notes: £35.00 Coins: £10.00

Audit

	Calculated	Actual	Variance
Cash	£1,613.55	£0.00	£-1,613.55
Cheque	£400.00	£0.00	£-400.00
Credit	£736.80	£0.00	£-736.80
EFTPOS	£220.00	£0.00	£-220.00
Total	£2,970.35	£0.00	£-2,970.35

OK Cancel

- Click **OK** on this window to submit the totals to the system. This will start a **new till** in RxWorks.

Balance the Till

Preview | Print | Export | Excel | PDF | Flag | Setup | Tags | Cancel

This report lists all payments taken and should be used to balance the till and the end of the day or shift. It is an audited report with history. A PDF copy of the report is automatically saved for reference. The date range is based on when the payment was entered

Last time the till was balanced was: 01/05/2020 at 10:13:02

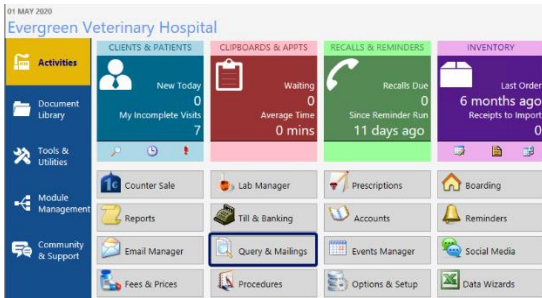
and I want to reconcile to: 01/05/2020 at 10:17:41

Only show transactions dated: 01/05/2020 to 01/05/2020

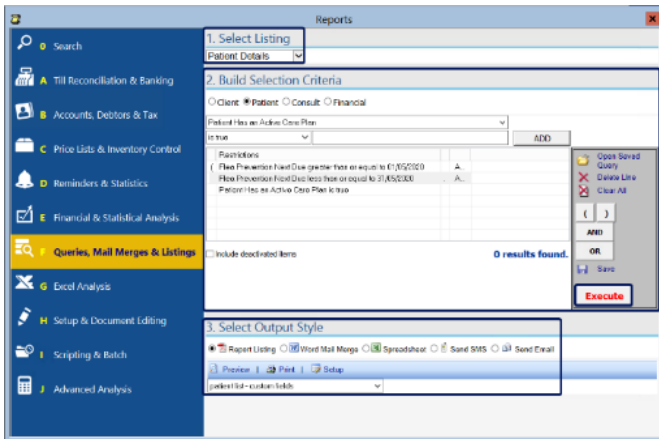
Options

Restrict to this clinic: Evergreen

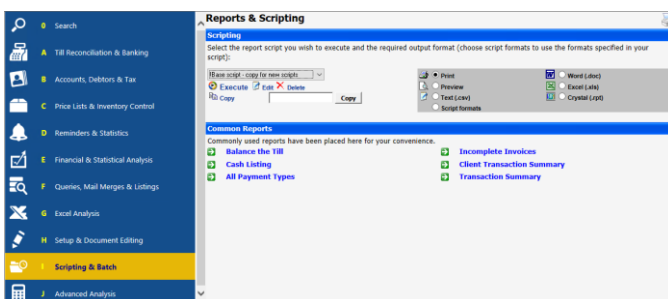
- You will now see that the dates have changed. This process should be completed at the end of every day to keep the continuity of the reconciliation reports.



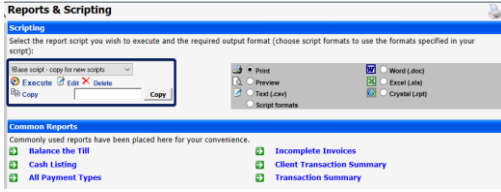
- Queries, Mail Merges and Listings is a tool in RxWorks that can help you pull a variety of information out.
- From the **Task Panel**, click on **Queries & Mailings**.



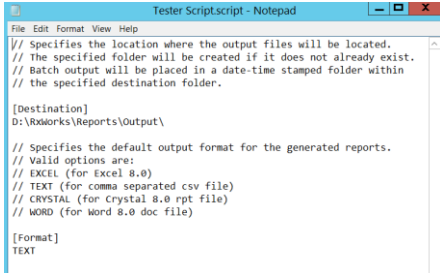
- The queries section is made up of 3 elements.
 1. Whose results would you like to appear? Client / Patient / Consult or Transaction?
 2. What area would you like to pull information from? Client Contact Number? Patient Species? Consult contains Advocate? Transaction in the last 6 months?
 3. How would you like to see your results? PDF? Excel Spreadsheet? Word Mail Merge?
- You can use this function within RxWorks to draw out most information you may need. The example on the screenshot is looking at any Patients that have a Care Plan and have a flea reminder due in the month of May.
- You could use this to have a look at all Patients that are at a certain age range that have not been neutered for instance.



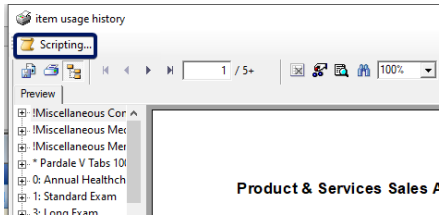
- If there are multiple reports you run throughout the year for the same period Scripting can help to combine these reports and allow you to produce results with the click of a button.
- From the **Task Panel**, click on **Reports** and then click on **Scripting & Batch**.



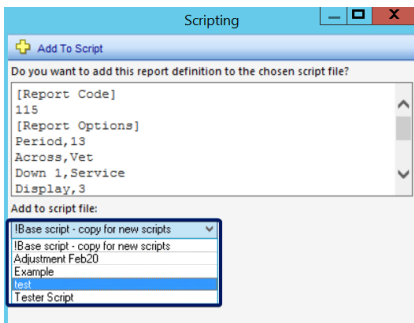
- Ensure **Base Script – copy for new scripts** is showing the first box. Add your new file name and click **Copy**.



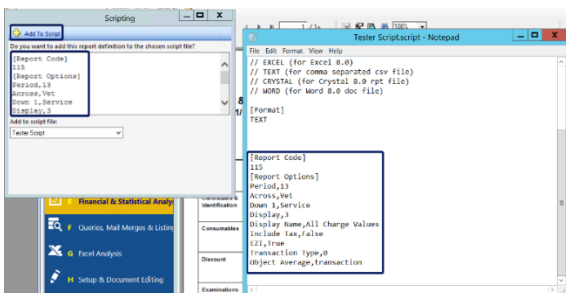
- This box will appear on screen. Close it for now as you need not do anything with it just yet.



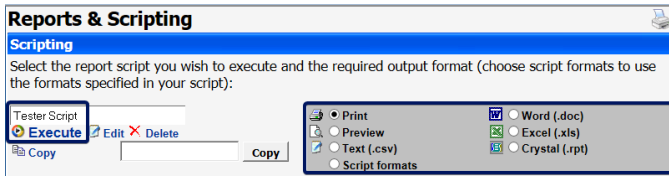
- Go to any report (other than those in Section J – Advanced Analysis) and run your report as normal.
- Click **Preview** but don't export it to Excel the first time you are doing this.
- Click **Scripting**.



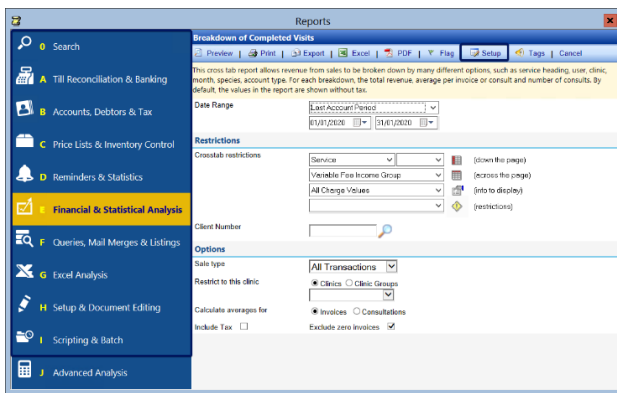
- From this window, select your newly named script from the drop-down box.



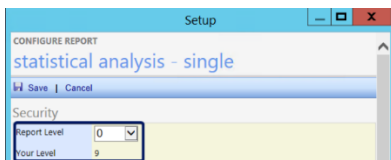
- Click on **Add to Script**.
- The first box you saw will pop up again. This time, you should see that the text from the **Scripting Button** now matches the text that has been automatically inserted into your saved script. You do not need to do anything else with this, simply close the box and repeat the steps with any other report you wish to add.



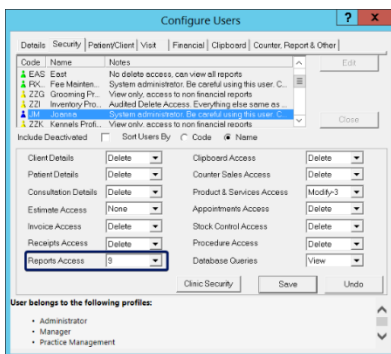
- Go back to **Reports** then **Script and Batching**.
- To test your script contains everything you would hope to see, select your script from the first text box, ensure your output method is selected on the right-hand side and press execute.
- The length of time it takes for all the reports to appear will depend on how many reports you are wanting to generate.



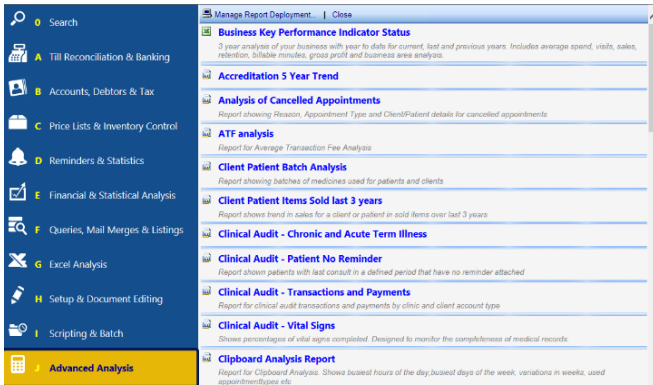
- Most reports within section **A – J** give you the ability to set a restriction level on them. This means that you can tailor reports to certain access levels.
- In this example, section **E** is highlighted, and a random report has been selected.
- Click **Setup** from the menu at the top of the window.



- This will show you what your current report level is and what the report level currently sits on.



- Individual user report access is found in **Options & Setup > User > Security > Reports Access**.
- The drop down goes from 0 – 9 giving you a wide range of levels to suit your needs.
- Do not over complicate the levels.



- The **Advanced Analysis** reports within **section J** are currently not able to have individual access levels set within them and require level 9 report access to run them.