

# SoftDent Software

## End of Year Reports

This two-page job aid is designed for all front office team members and lists the reports and information in the SoftDent practice management software to generate at the end of each fiscal year.

**IMPORTANT:** These reports are *not* required to “close out” the year.

Name and Path	Description
<p><b>Insurance Plan Rollover</b></p> <p><i>Insurance &gt; Insurance Plan Rollover</i></p>	<ul style="list-style-type: none"> <li>Resets insurance benefits for each patient with an insurance plan anniversary date of January.</li> <li>Run prior to posting transactions or submitting insurance for the month.</li> <li>Should also be run at the start of each month.</li> </ul>
<p><b>Treatment Plan Recalculation of Benefits</b></p> <p><i>Insurance &gt; Treat Plan Recalc of Benefits</i></p>	<ul style="list-style-type: none"> <li>Recalculates estimated insurance portions for all treatment plans.</li> <li>Should also be run at the start of each month.</li> </ul>
<p><b>Practice Summary Report</b></p> <p><i>Reports &gt; Practice Management &gt; Practice Summary</i></p>	<ul style="list-style-type: none"> <li>Compares nine key areas (such as production, receivables, referrals and so forth) for the past six months and forecasts the next six months.</li> </ul>
<p><b>Practice Barometer Report</b></p> <p><i>Reports &gt; Practice Management &gt; Practice Barometers</i></p>	<ul style="list-style-type: none"> <li>Compares two date ranges for the number of patients seen, new patients, productions, goals, and receivables totals.</li> </ul>
<p><b>Accountant’s Earnings Report</b></p> <p><i>Reports &gt; Accounting &gt; Accountant’s Earnings</i></p>	<ul style="list-style-type: none"> <li>Shows a breakdown of transaction codes posted.</li> <li>Calculates net collections, net productions, net charges, tax, and expected income.</li> </ul>

## End of Year Reports continued. . .

Name and Path	Description
<b>Account Aging</b> <i>Reports &gt; Accounting &gt; Account Aging</i>	<ul style="list-style-type: none"> <li>Shows ending receivables totals.</li> <li>Identifies overdue accounts.</li> <li>Lists all accounts that have an aged balance over a specified amount.</li> </ul>
<b>Receivables Summary</b> <i>Reports &gt; Practice Management &gt; Receivables</i> <i>Reports &gt; Receivables Summary</i>	<ul style="list-style-type: none"> <li>Lists prior receivables, changes in receivables and new receivables totals for the current date, month-to-date and year-to-date.</li> </ul>
<b>Receivables Breakdown</b> <i>Reports &gt; Practice Management &gt; Receivables</i> <i>Reports &gt; Receivables Breakdown</i>	<ul style="list-style-type: none"> <li>Lists monthly or yearly breakdown of receivables totals for the practice.</li> </ul>
<b>Collection Summary</b> <i>Reports &gt; Practice Management &gt; Collection</i> <i>Reports &gt; Collection Summary</i>	<ul style="list-style-type: none"> <li>Summarizes all collections by cash, check, insurance check and credit cards.</li> </ul>
<b>Yearly Register</b> <i>Reports &gt; Accounting &gt; Registers &gt; Yearly</i>	<ul style="list-style-type: none"> <li>Summarizes the number of patients seen, number of new patients, production, and collection amounts for the year.</li> </ul>