

# SoftDent Software

## Monthly Reports

This two-page job aid is designed for all dental front office employees and lists the recommended end-of-month reports in SoftDent practice management software. Although recommended as monthly reports, these can be run at any time.

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

The table below includes report name, path, and a brief description of each report.

| Name and Path  | Description   |
|--|---|
| <b>Accountant's Earnings Report</b><br><br>Reports > Accounting > Accountant's Earnings          | <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>   |
| <b>Account Aging</b><br><br>Reports > Accounting > Account Aging                                 | <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>Insurance Check Distribution</b><br><br>Reports > Accounting > Insurance Check Distribution   | <ul style="list-style-type: none"> <li>Lists all patients covered by insurance payments for the specified date range</li> </ul>   |
| <b>Insurance Plan Rollover</b><br><br>Insurance > Insurance Plan Rollover                        | <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> |
| <b>Treatment Plan Recalculation of Benefits</b><br><br>Insurance > Treat Plan Recalc of Benefits | <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>  |

## Monthly Reports continued . . .

| Name and Path   | Description  |
|---|--|
| <b>Receivables Breakdown</b><br>Reports > Practice Management > Receivables Reports > Breakdown | <ul style="list-style-type: none"> <li>• Lists monthly or yearly breakdown of receivables totals for the practice</li> </ul>   |
| <b>Transactions for a Period</b><br>Reports > Accounting > Trans for a Period                   | <ul style="list-style-type: none"> <li>• Details all transactions posted during a specified period and summarizes transactions by provider</li> </ul>                |
| <b>Monthly Register</b><br>Reports > Accounting > Registers > Monthly                           | <ul style="list-style-type: none"> <li>• Summarizes the number of patients seen, number of new patients, production, and collection amounts for the month</li> </ul> |