## **Arrears Report (Clinic)**

This shows all invoices without a zero-dollar balance. It can be run by Location, Department, Fund, Bill Type, Doctor, Period that the account has been outstanding for *(e.g. 30 days & over)*. It can be run as the following Report Types:

- 1. Detail Showing every patient and the balance
- 2. **Summary** Showing each bill type and the balance
- 3. **Interactive** Enabling follow up dates and notes to be accessible, to facilitate efficient workflow in debt recovery

## How to Print/Export the Arrears Report (Summary and Detail):



1. Click on the **Reports Icon** 

- 2. Under **Reports Clinic**, Click on **Arrears**
- 3. Change filters as required > Click **Update**
- 4.  $\overline{\text{Re}}$  port will generate below the filters section.

To **Print** the report, Click the **Print** button.

To **Export** the report, Click the **Export To** button and choose either **Excel**, **Excel - Raw Data** or **PDF**.

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## How to Export the Arrears Report (Interactive):

1. Click on the **Reports Icon** 



- 2. Under **Reports Clinic**, Click on **Arrears**
- 3. Select Interactive > Change filters as required > Click Update
- 4. Report will generate below the filters section.
  Click the Export To button and choose either Excel or Excel Raw Data.