

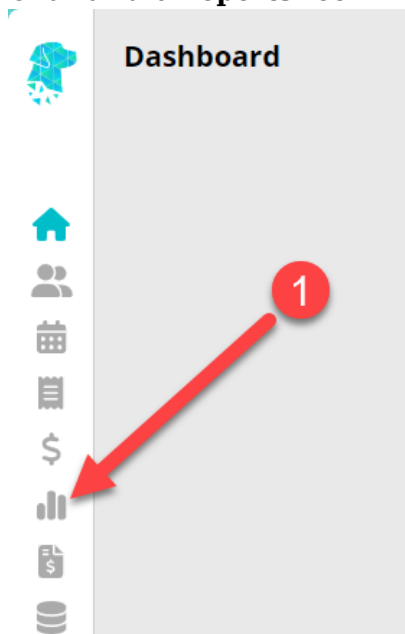
# Arrears Report (Clinic)

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**

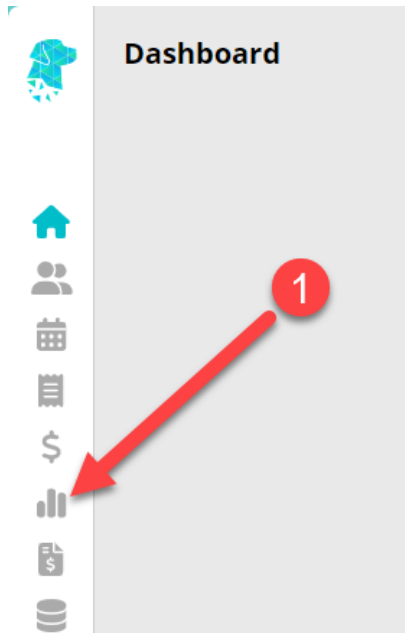


2. Under **Reports - Clinic**, Click on **Arrears**
3. Change filters as required > Click **Update**
4. Report will generate below the filters section.  
To **Print** the report, Click the **Print** button.  
To **Export** the report, Click the **Export To** button and choose either **Excel**, **Excel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



## **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**.