Closing the Accounting Period

Closing the '**Accounting Period**' refers to **locking down your financial figures** up to a **given date** (usually the end of the month) so that they **cannot be changed**.

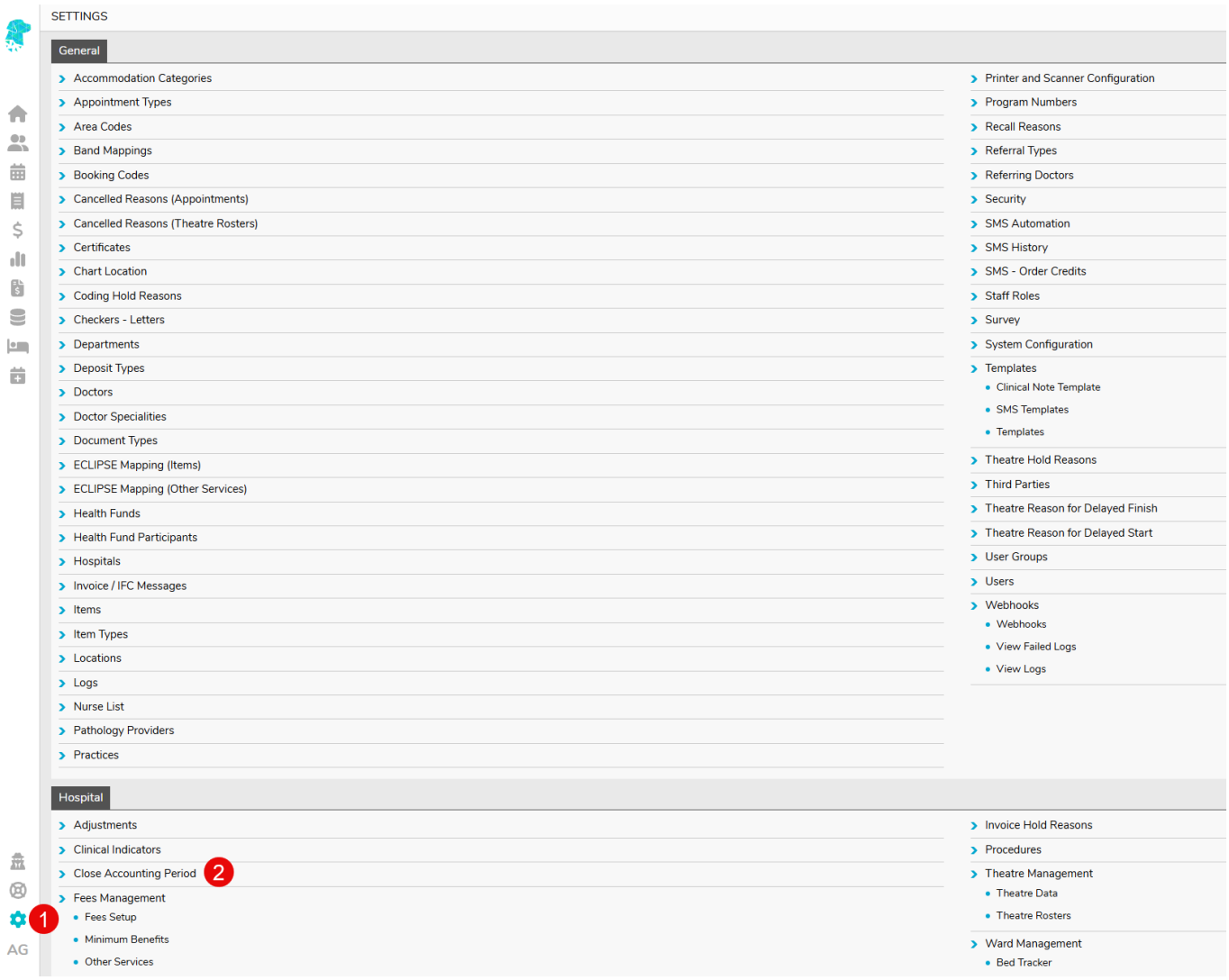
We **do not** recommend closing the accounting period for the last month, on the first day of the current month. Rather, give yourself seven to ten days to get your figures to a point where you are happy. That is, after all rejections and adjustments are made.

In other words, it ensures that the figures seen on your revenue report run out of FYDO match the figures seen on your bank account, to the cent. And that those figures then cannot be amended in FYDO.

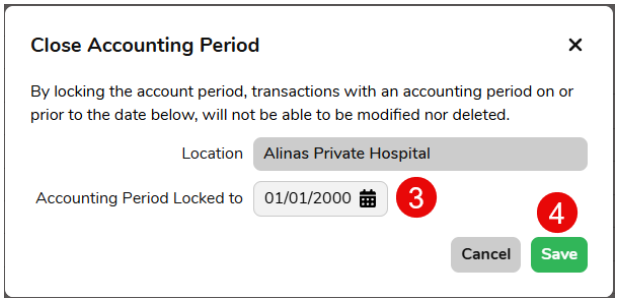
So let's see where the accounting period is closed.

Start off by going over to settings.

Then, click **Close Accounting Period**.

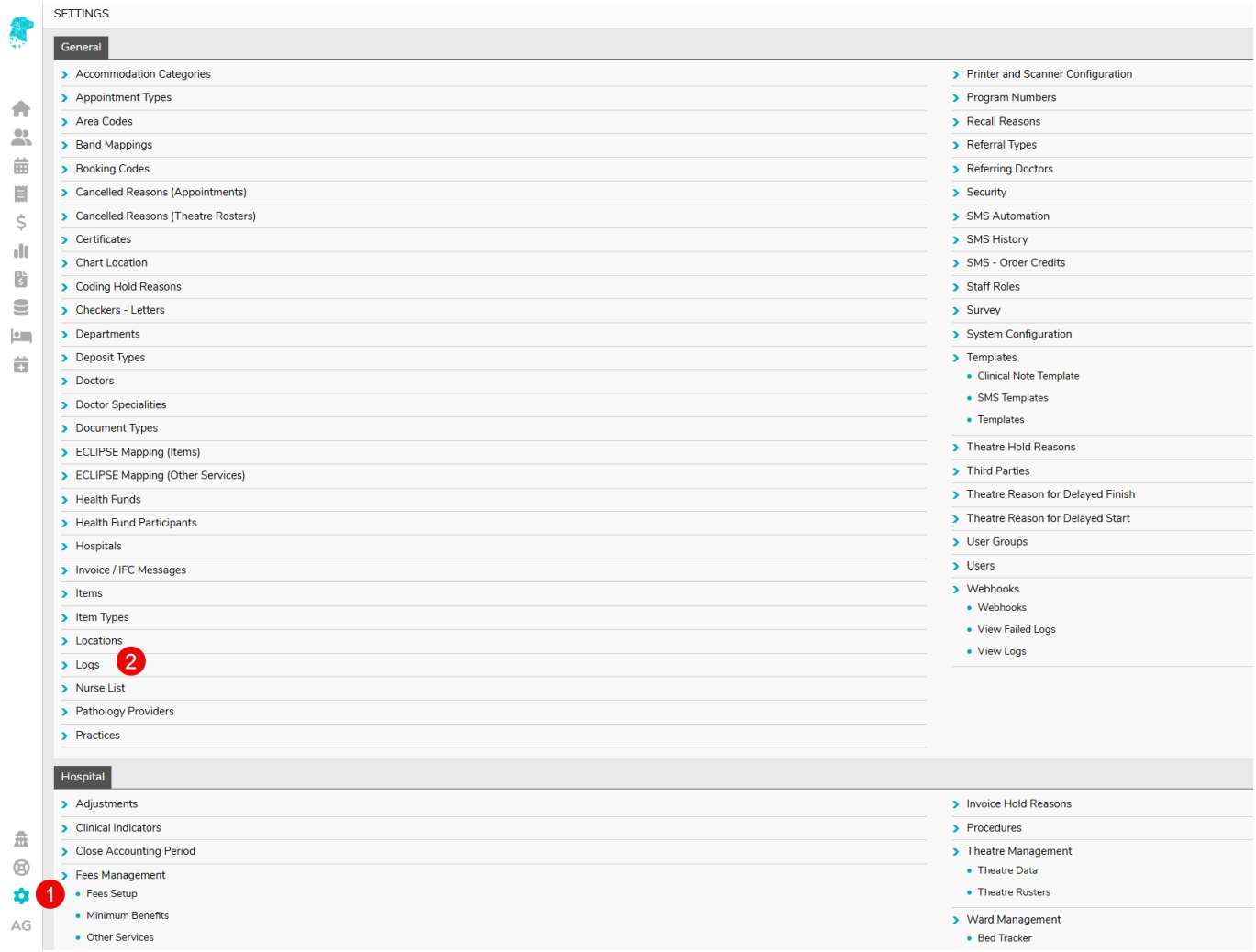


Enter the date you wish to **lock your figures** to and click **Save**.



This action is recorded in FYDO's audit log, so you can see who closed the accounting period and when.

To view the audit log, go to **Settings**, then click on **Logs**.



You will see the log showing when the accounting period was closed.



Making a Referring Doctor Inactive

Need to delete or remove an existing referring doctor? Read ahead to find out how we can make them **Inactive.**

1.Click on **Settings**



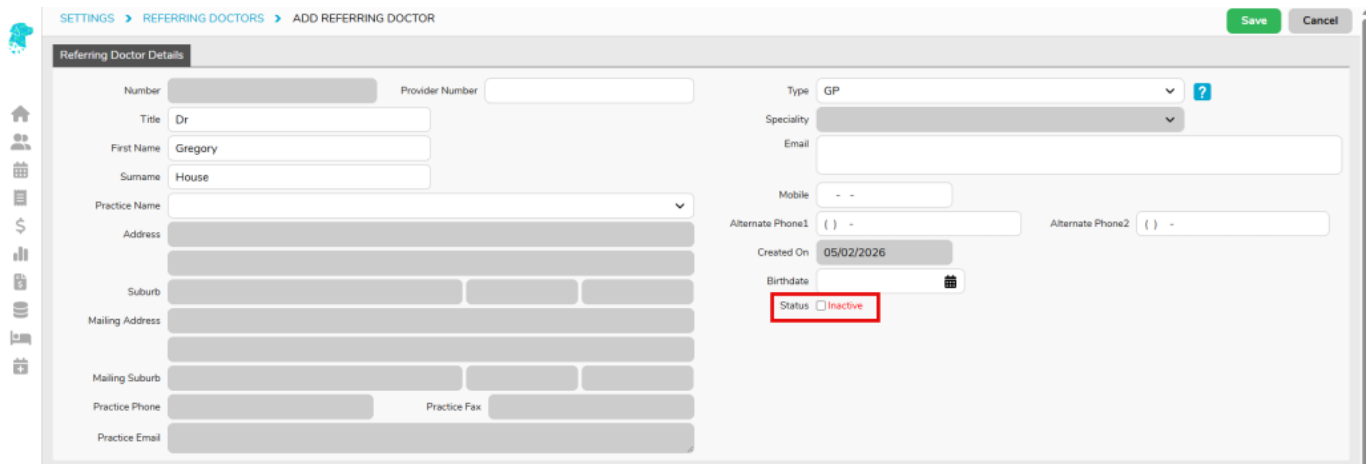
2. Then, **Referring Doctors**



This will display a list of all the referring doctors you currently have.

3. Select the doctor you wish to make **Inactive** by clicking anywhere on their row in the list of doctors.

4. You will now see the details for this doctor, click on **Edit** on the top right-hand corner of the page. Simply untick the **Active** box next to **Status** as shown below.



Now the doctor has been made **Inactive**; they will not appear when searching for them, and they will not be shown on the list of **Referring Doctors**.

If you wish to view the doctor, or make them **Active** again, simply tick the **Show Inactive** box from the **Referring Doctors** screen.

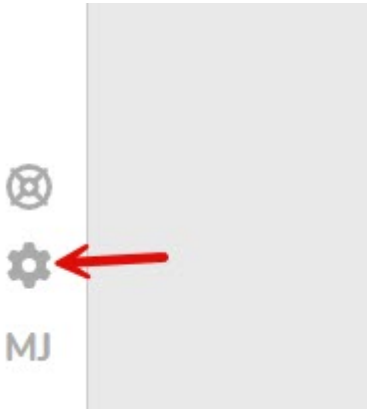


You will now be able to see the doctor, and you can edit them as per normal, including making them **Active** again.

Referring Doctors

To access a list of the referring doctors you have added into Fydo simply follow the below steps:

1. Click on **Settings**

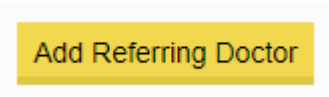


2. Then, **Referring Doctors**



This will display a list of all the referring doctors you currently have.

To **add** a referring doctor, click the yellow **Add Referring Doctor** button on the top right hand corner of your screen:

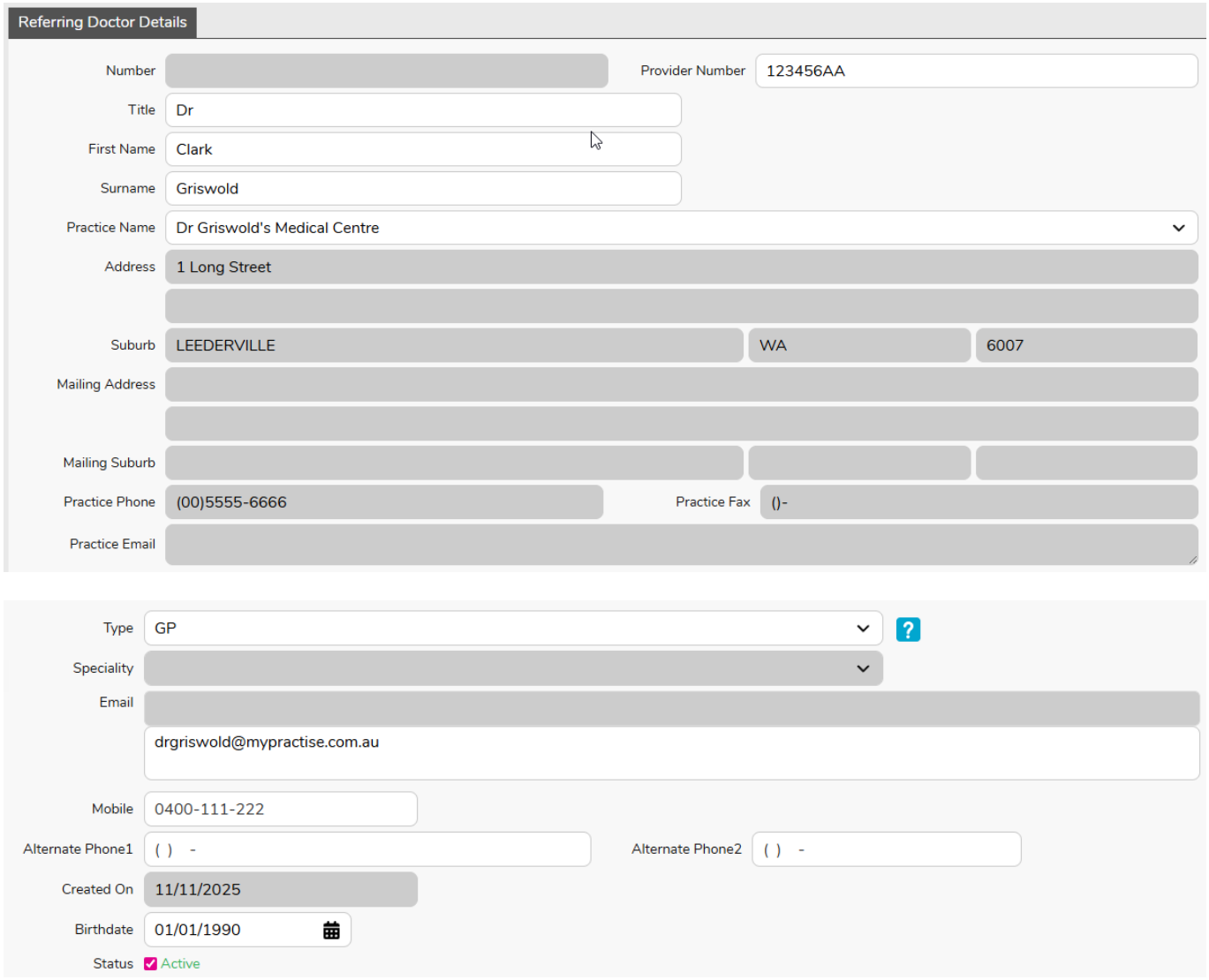


To **Edit** the details of an existing doctor, simply click **anywhere** along the row for that doctor, and you will be taken to the edit screen:

To get started editing, click on the **Edit** button on the top right hand corner of the page.



Whether you decided to **Add** a new Referring Doctor, or **Edit** an existing one, you will be met with the same screen:



Simply fill out, or change the fields as needed.

Remember, the required fields for a referring doctor are:

- **Provider Number – You can put a 0 if you do not have the number. Please note that you will need to enter it before submitting your claims, or you will run into rejections.**
- **First Name and Surname**
- **Type (GP or Specialist) – This affects the length of the referral, GP: 12 months, Specialist: 3 months.**
- **Speciality (If Specialist is selected)**

While there are a few other fields, they are optional. You can also upload any Doctors files that may be applicable such as APHRA, Drivers Licence, etc.

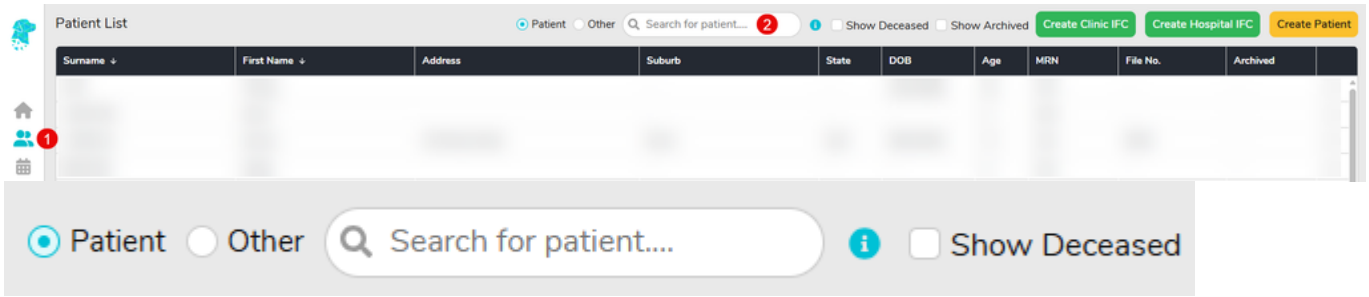
Once you are happy with your changes, click the green **Save** button to lock them in.



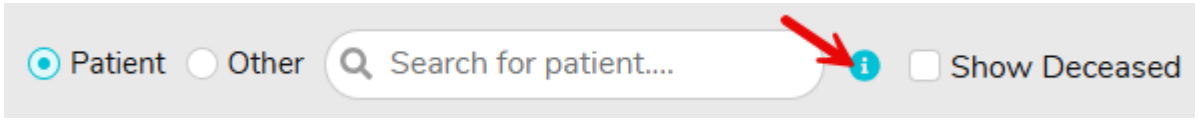
You are also able to **Create** and **Edit** referrals from within the **Patient Details**, should you wish to do so, please see our **Creating a Patient** wiki page.

Searching for a Patient

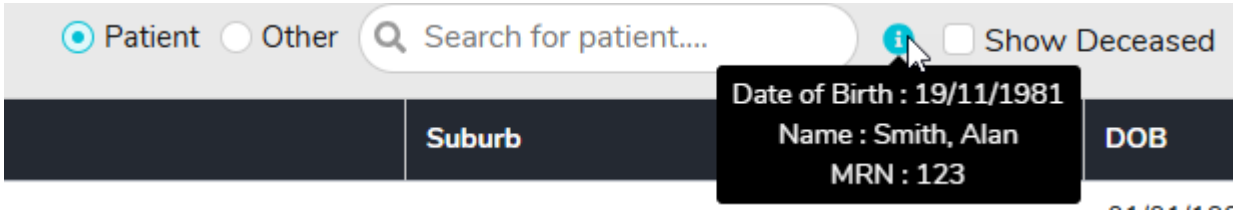
In Fydo, there are a few different ways we can search a patient. First, click on the Patient Screen.



Depending on if we have **Patient** or **Other** selected, there are different filters available. An easy way to see this, is to hover your mouse over the blue question mark.

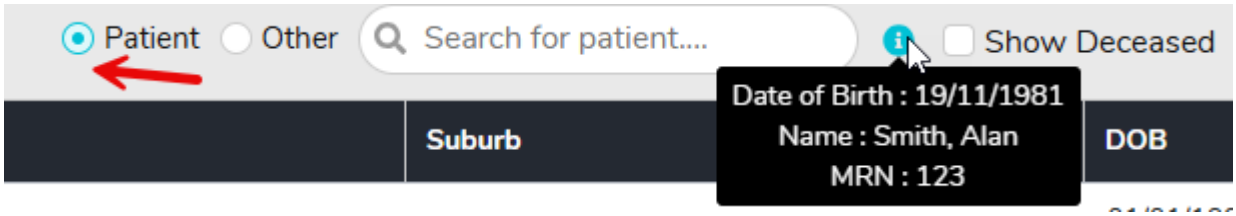


This will bring up a helpful menu like so:



Lets go over the two ways to search, and the filters associated with them.

Patient:



Date of Birth: Search by Date of Birth

Name: A search by **Last Name**,**First Name**

There are a few different ways to use this filter, here are some examples of how I can search for the patient Alan Smith.

- **Last Name Only:** Smith,
- **First Name Only:** ,Alan
- **Partial Search:** Sm,Al
- **Full Name:** Smith,Alan

While there are a few different ways to search for a patient, some searches will narrow the results greatly compared to others, try out a few to see what works best for you.

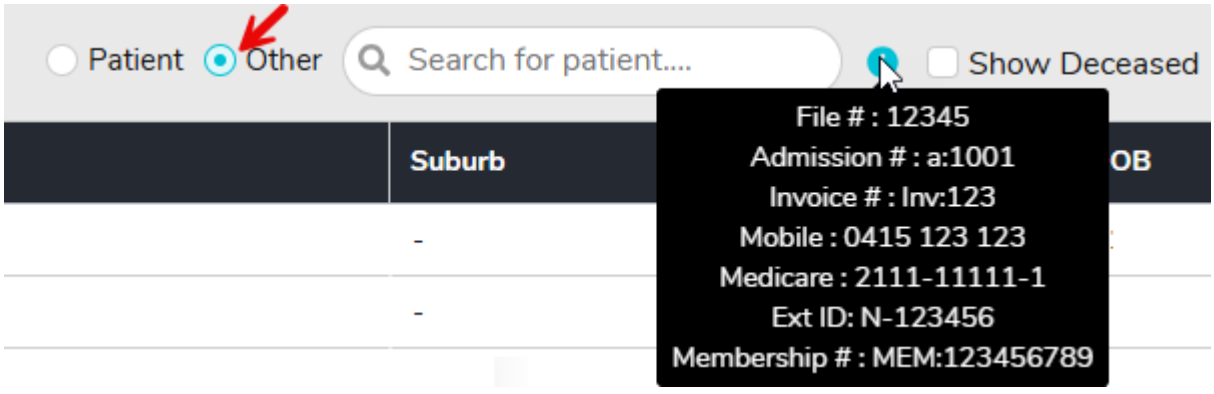
MRN: A search by the patient's **Medical Record Number**

Please note that you can search for a **partial** number. In the case of Alan Smith and his **MRN** of **123**; we can search a few different ways.

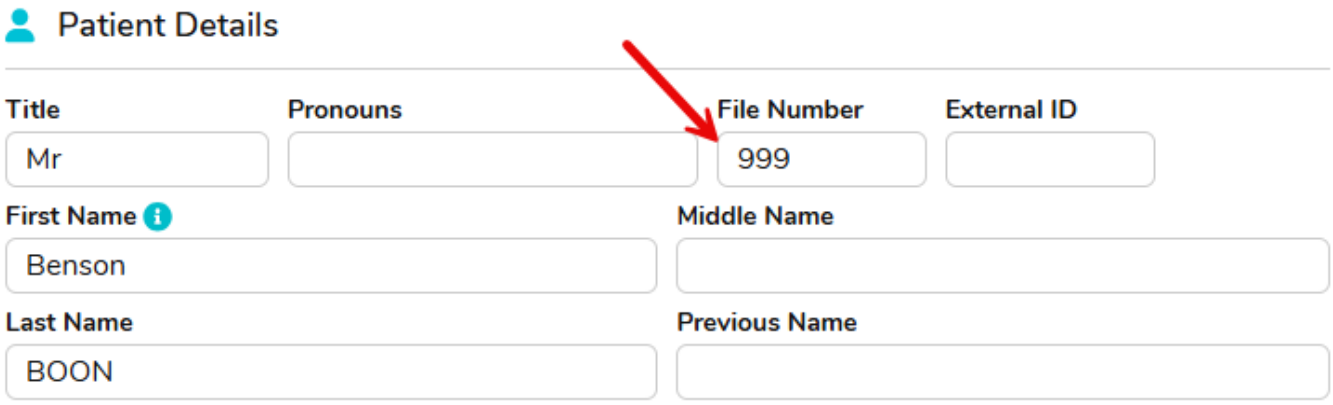
- **Full Number: 123**
- **Partial Number**: **23 or 12**

Searching for the full number will narrow your results down compared to a partial search.

Other:

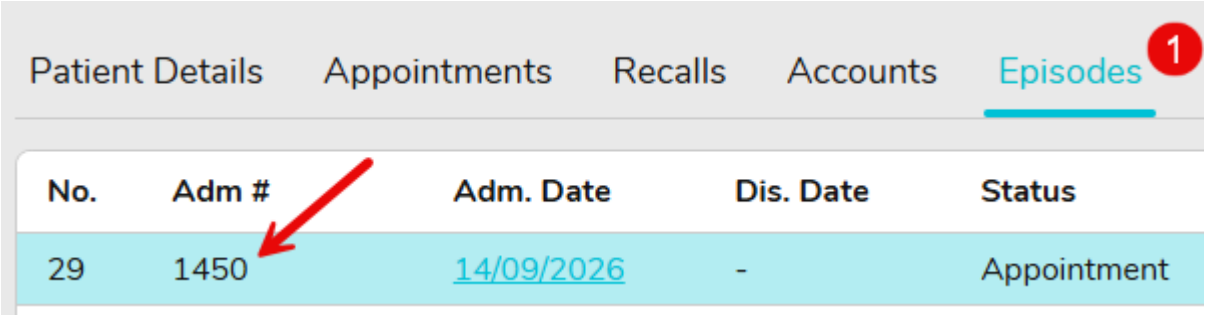


File #: The file number of the patient. Can be set in the **Patient Details.**

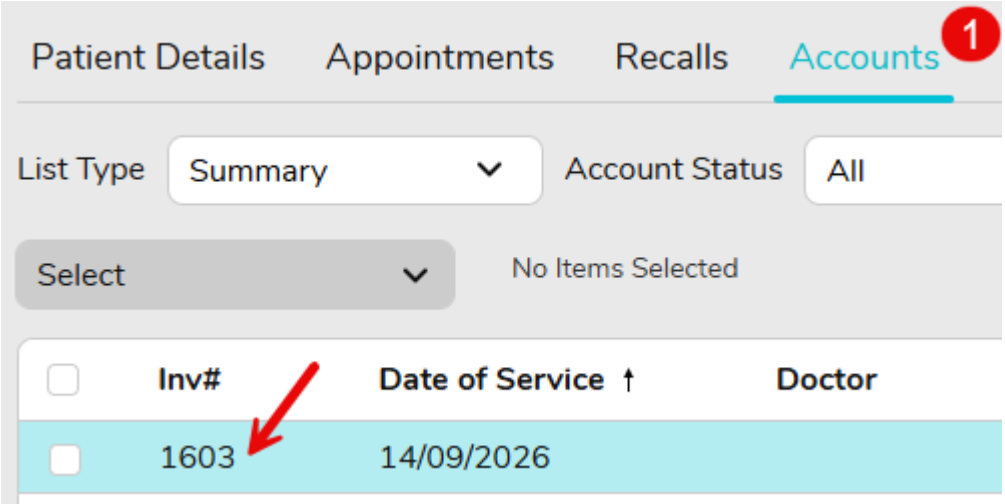


Admission #: Admission number for the patient (this is a number for patients that have Hospital episodes). Can be found in **Episodes,** from the **Patient Details** screen.

To search for the below **Admission,** I would have to search: **a:1497**

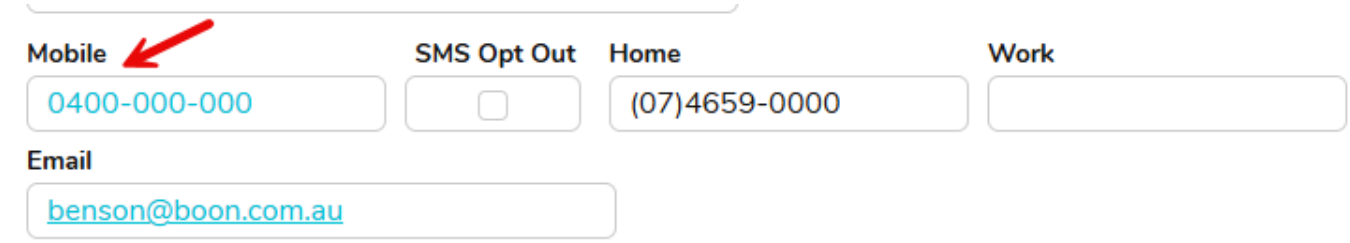


Invoice #: If the patient has been billed, you can search by an **Invoice Number**. This can be found in **Accounts**, from the **Patient Details** screen if you are a **Medical Practice**. For **Hospitals,** this can be found in **Episodes,** similar to the **Admission #**

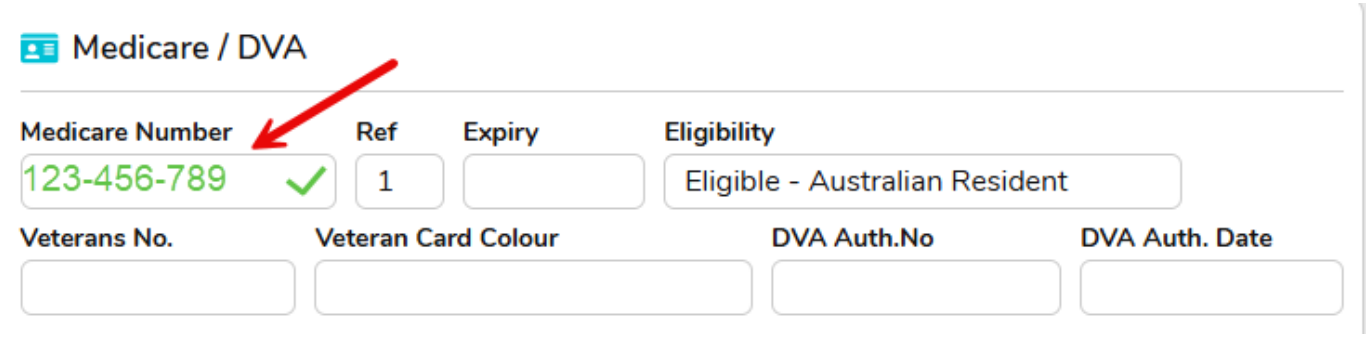


To search for the above **Invoice**, I would have to search: **Inv:12573**

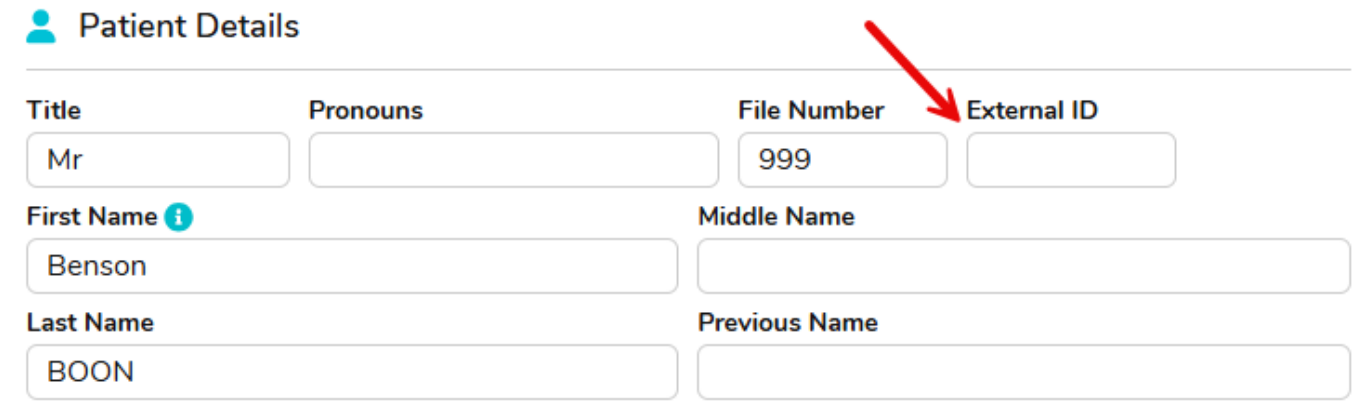
Mobile: Mobile number of the patient.



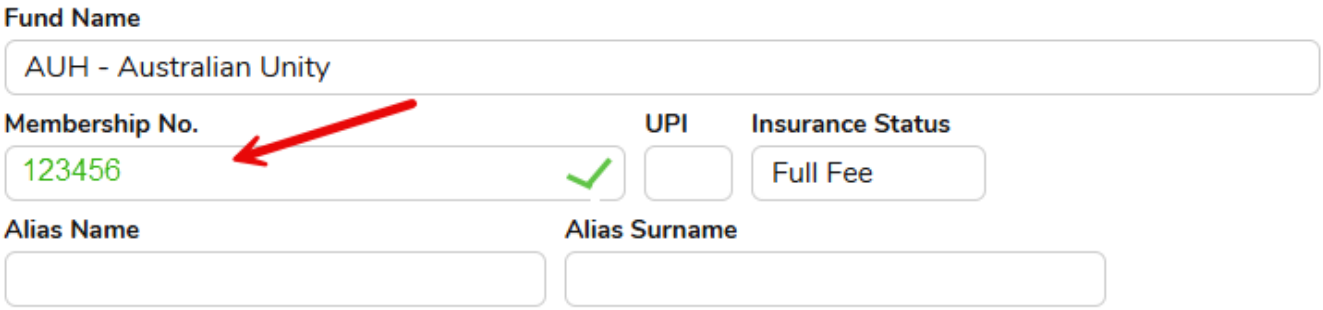
Medicare: Medicare number of the patient.



Ext ID: The patient's External ID number



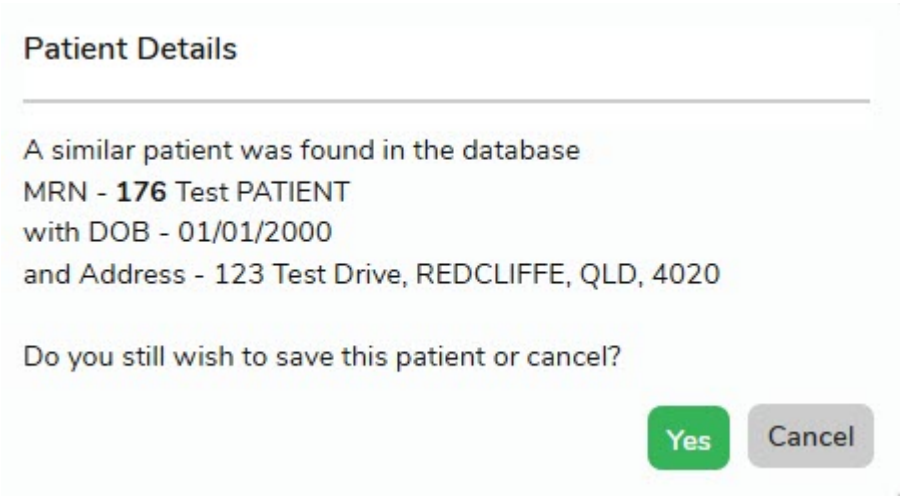
Membership #: The patient's health fund membership number.



To search for the above **Membership #,** I would have to search: **MEM:123456**

Merging Duplicate Patients

When creating a patient, if the details are similar enough to a patient already in Fydo, you will receive the following message.



This message is Fydo taking measures to ensure you do not create duplicate patients. As you can see in this example, it is letting me know a similar patient was found. For Fydo to try to match existing patients, you will need to enter a minimum of:

- **First Name and Last Name**
- **Date of Birth**

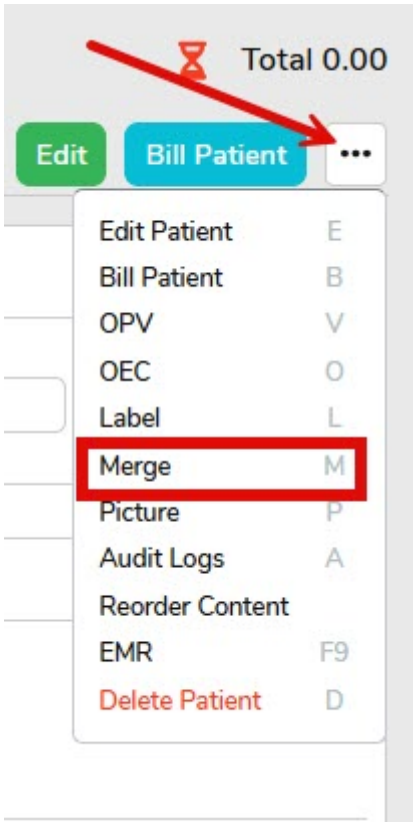
If you enter just the first and last name, it will not try to find similar patients, you do need to enter the date of birth for the check to occur.

Despite this, you may realise at some point that you have a duplicate patient. If you run into this issue, read ahead to find out how to **merge** the patients together.

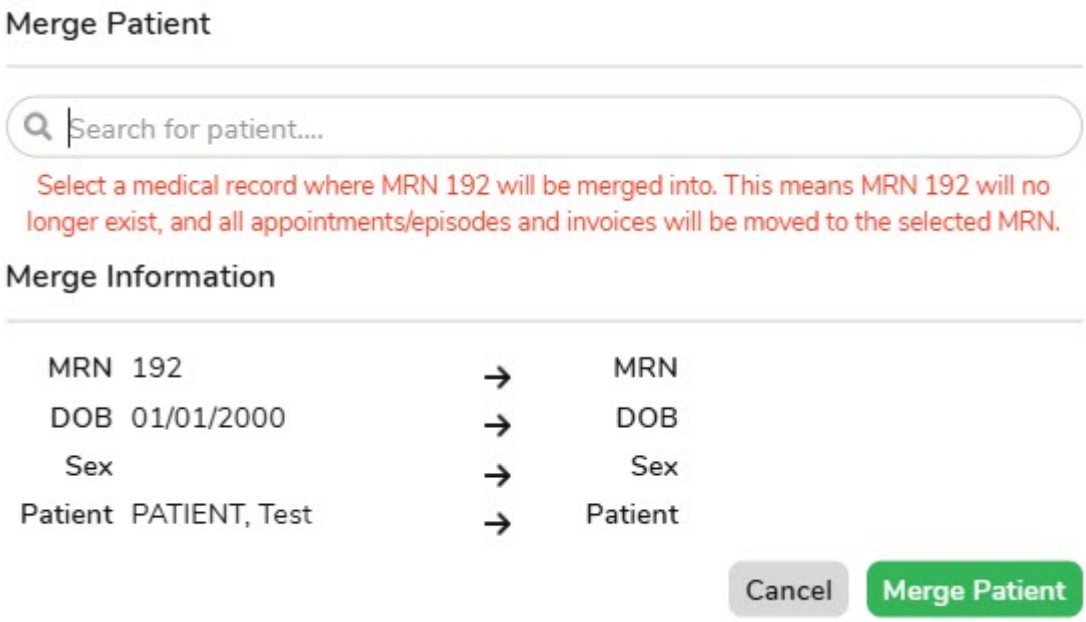
How to Merge Patients

First search the patient/MRN that will become obsolete, after this process, & open their Patient Info Screen.

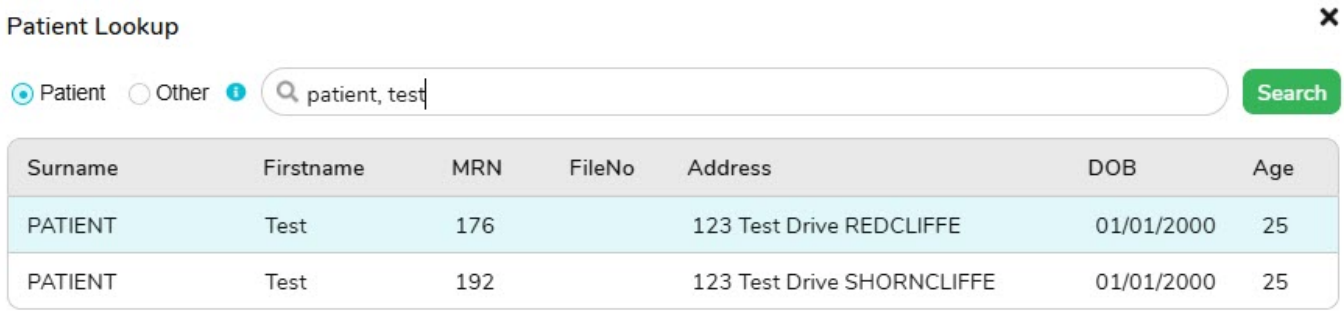
In the top right hand corner of the **Patient Details** screen you will see 3 dots which will display a drop-down menu with a Merge option.



You will now see a screen with the patient's details and a search bar.

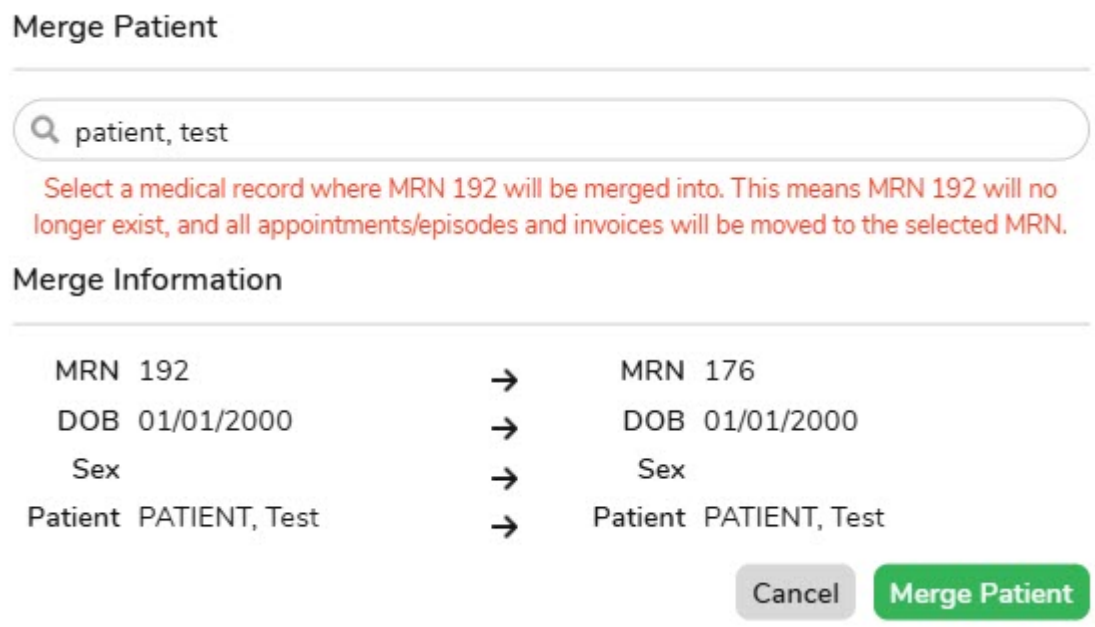


Simply search for the patient you wish to merge the current one with. You will see the **Patient Lookup** box, containing any patients found.



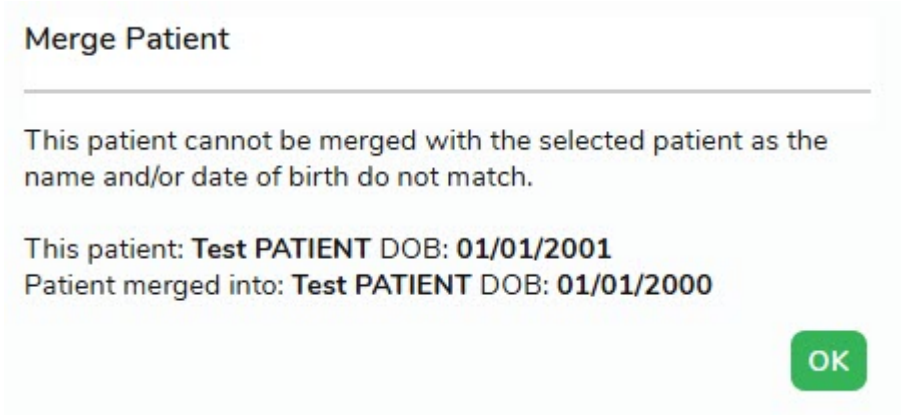
The **Patient Lookup** menu also has all the regular ways to search for a patient.

Select the patient you wish to merge the current one with and you will now see the previous **Merge Patient** screen with additional details of the patients to be merged



Now click the green **Merge** button, and you are all done! The patients have now been merged.

Should you try to **merge** two patients with **differing** details, Fydo will stop you with the following error message.

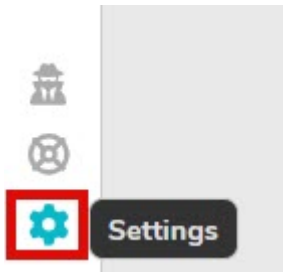


As you can see, the patients here have differing **Date of Births**, so Fydo will not let me merge them.

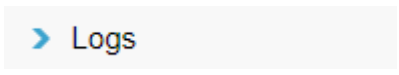
The Audit Log

The **Audit Log**, is a log Fydo stores to keep track of which user has performed which action. In the case of merging, we will be able to see which user has performed the merge, as well as the details of said merge.

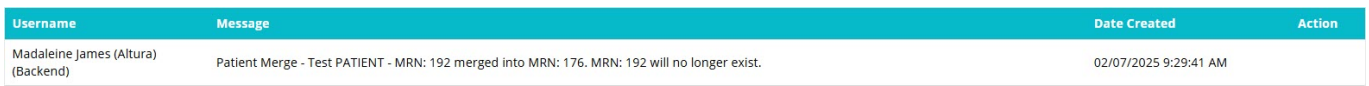
To access the **Audit Log,** first select **Settings**



Then **Logs** from the menu



You will now see the **Audit Log:**



Username	Message	Date Created	Action
Madaleine James (Altura) (Backend)	Patient Merge - Test PATIENT - MRN: 192 merged into MRN: 176. MRN: 192 will no longer exist.	02/07/2025 9:29:41 AM	

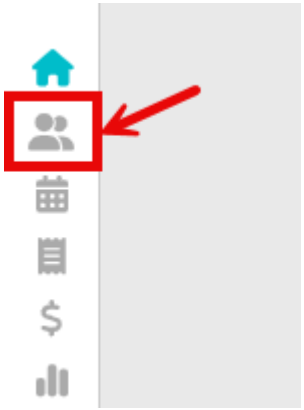
This screen shows us some important information such as:

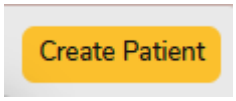
- **Username: The user who performed the action**
- **Message: What happened, in the above case we have some logins and the patient that was merged.**
- **Date created: The date this action happened, as well as the time.**

If you ever need to confirm what has happened in Fydo, the Audit Log is the perfect place to check.

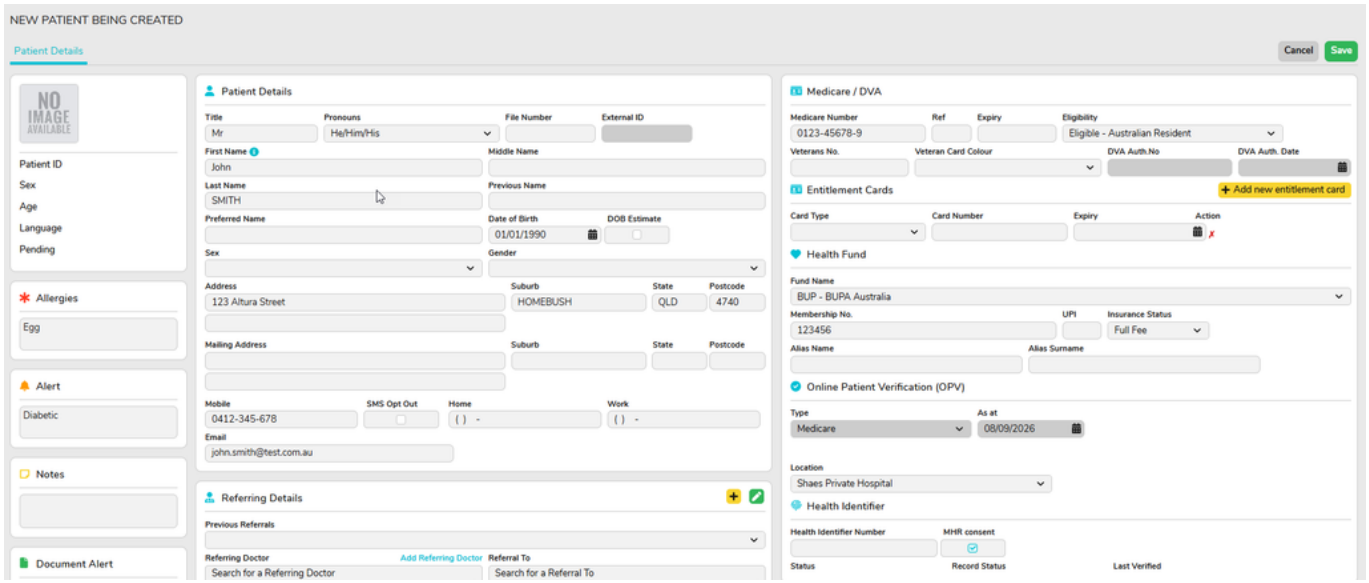
How to Create a Patient

To get started, head to the **Patient** menu, and click **'Create Patient'** in the top right corner.





You will see the **Patient Details** screen, here we can enter relevant information such as: **Name**, **Gender**, **Date of Birth**, **Address**, **Contact details**, **Medicare/DVA Numbers** and **Health Fund Membership**.



Referring Details

The **Referring Details** section gives us a few options.

1. Select a previous referral for this patient.
2. Search for an existing doctor in Fydo to use.
3. Create a new doctor.

Begin by searching for the doctor, either by **Name** or by **Provider Number.**

Select the doctor you need as the referral, then the date of the referral, and you are all set!

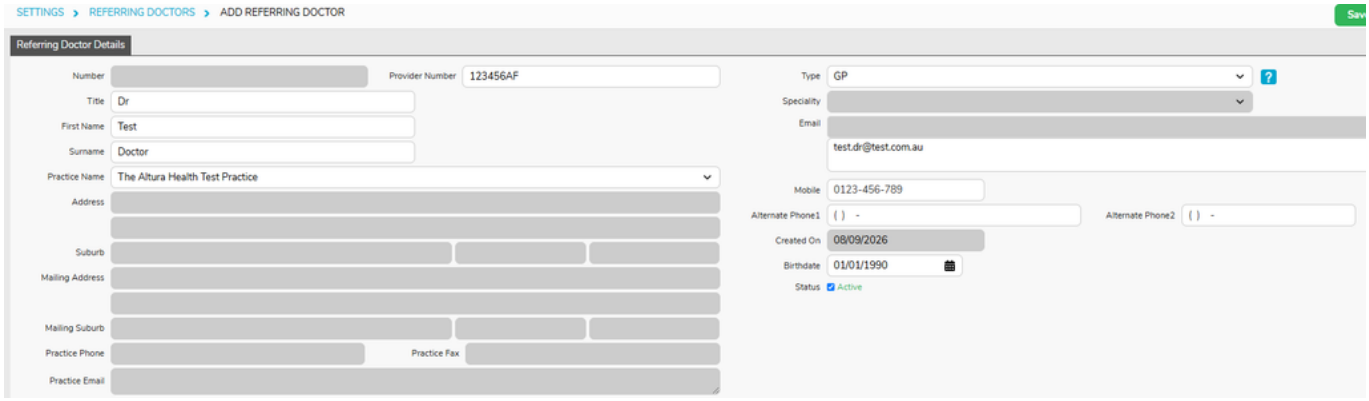
Don’t have the referring doctor in your system? Read below to see how to add them.

Adding a Referring Doctor

Click on the ‘**Add Referring Doctor’** button to be taken to the doctor creation page.

Here we can enter any relevant details for the doctor. Things such as their:

- **Provider Number**
- **Name**
- **Practice Name (Optional)**
- **Speciality**
- **Contact Details (Optional)**



When you are done, click the green **Save** button.



When you are done creating your patient, again click the green **Save** button.



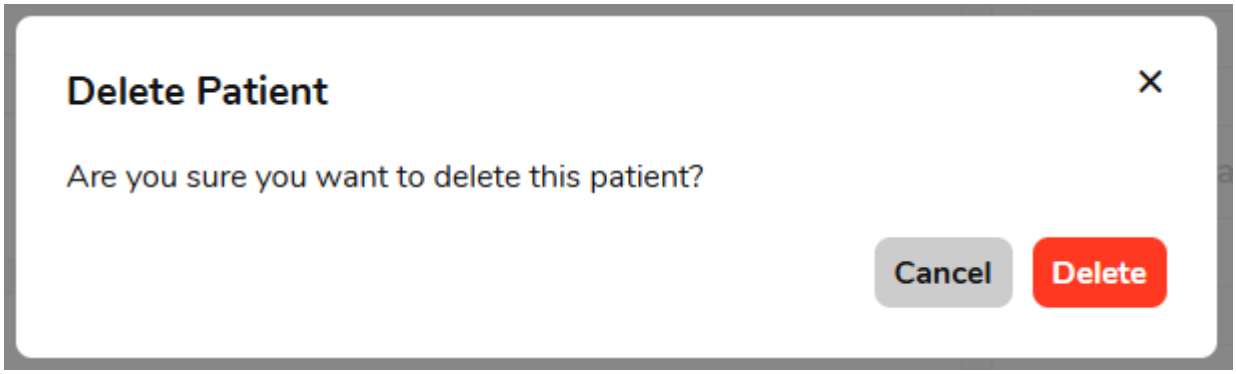
All done! We have created our first patient.

*To understand the importance of an **Online Patient Verification**, and how to do one yourself:*
Click Here

Deleting a Patient

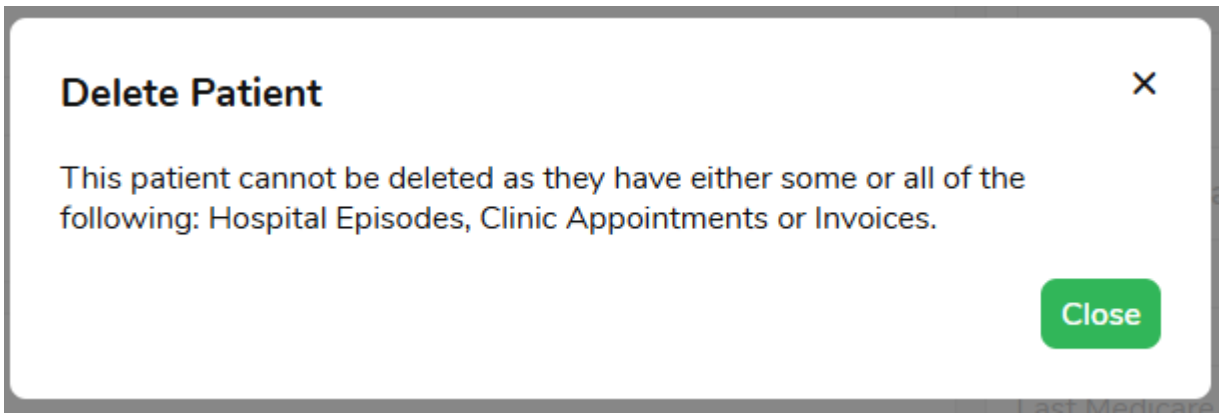
From the **Patient Screen,** select the more actions drop down, then **Delete Patient**

You will see the confirmation box. If you wish to proceed, click **Yes**



Done! The patient has now been deleted.

You might also run into the following message when trying to delete a patient:



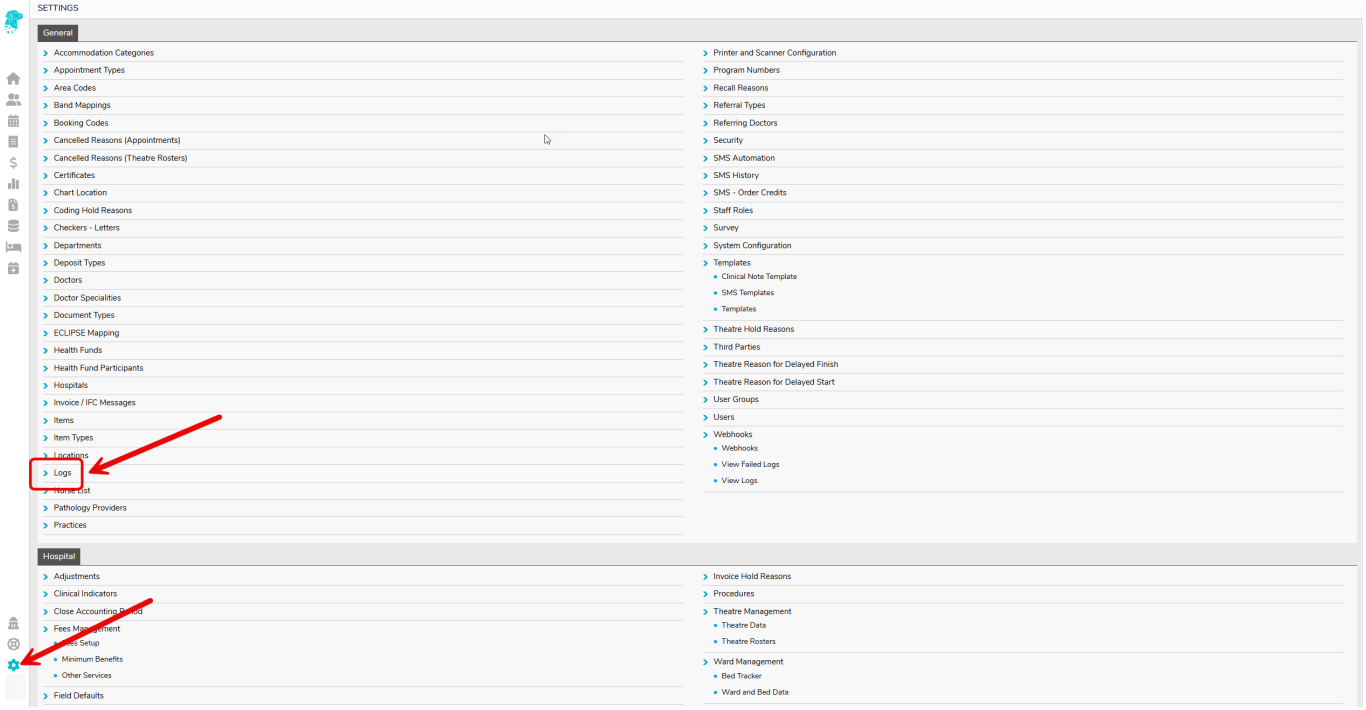
As the message states the patient may have one or more things stopping the deletion; things such as:

- **Outstanding Hospital Episodes**
- **Appointments**
- **Outstanding Invoices**

If you wish to delete this patient, you will have to resolve any of the above issues first.

The Audit Log

The **Audit Log**, is a log that Fydo stores to keep track of which user has performed which action. In the case of a patient being deleted, we will be able to see which user has deleted the patient, as well as the patient's details.



To access the **Audit Log,** first select **Settings** then **Logs**

This will take us to the **Audit Log.**

Here we will be able to see what has happened within **Fydo.**

Username	Message
	Patient Delete - Daisy DUCK - MRN: 101 has been deleted

In the above example, we can see the log on a patient that was deleted. This log shows us key information such as:

- **Username:** The User who performed the action
- **Message:** What happened, above we can see the patient was deleted; it displays the patients name and MRN
- **Date created:** The date this action happened, including the time

If you ever need to confirm what has happened in Fydo, the **Audit Log** is the perfect place to check.

Online Patient Verification – OPV

An Online Patient Verification (**OPV**) is a check you should perform before billing a patient, to avoid potential rejections. This function will check the details you have entered against the records

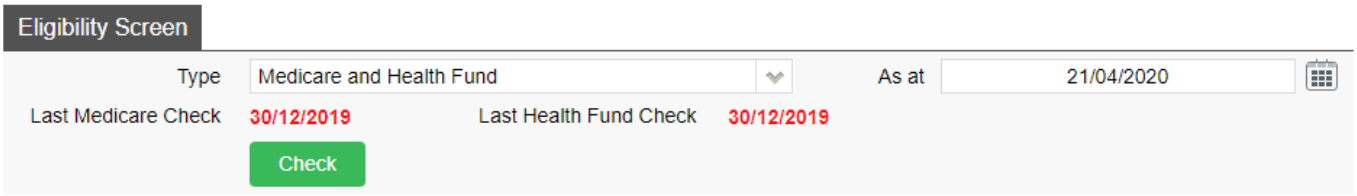
Medicare, DVA or a Health Fund have on their system.

Please Note: *A passing OPV does not mean the claim will be paid. It merely means the patient has, or had a membership at the date of the OPV.*

How to perform an OPV

FYDO will automatically run an OPV check, if all the correct information is entered, when an appointment is saved. However the OPV can also be done manually if required.

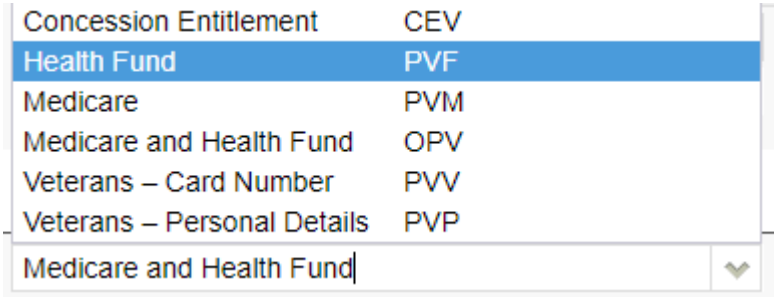
First, head to the **Patient Details**. At the bottom of the record you will see the **Eligibility Screen** as shown below.



Please Note: *If the Last Medicare and Health Fund Check fields have a red date, this means the last check was more than 3 months ago. If they have a green date, it was done in the past 3 months.*

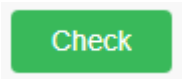
Simply select the following:

1. Type: There are a few different types of verifications that can be performed, depending on what is needed. The image below outlines those options:



2. Date: The date of an OPV is quite important, by default it begins at the current date. It is possible a patient may fail an OPV at the current date, but at the Date of Service, they were passing. This could be the case if a patient is deceased, or has since changed their membership.

Now simply click the green **Check** button, and you have started the verification.



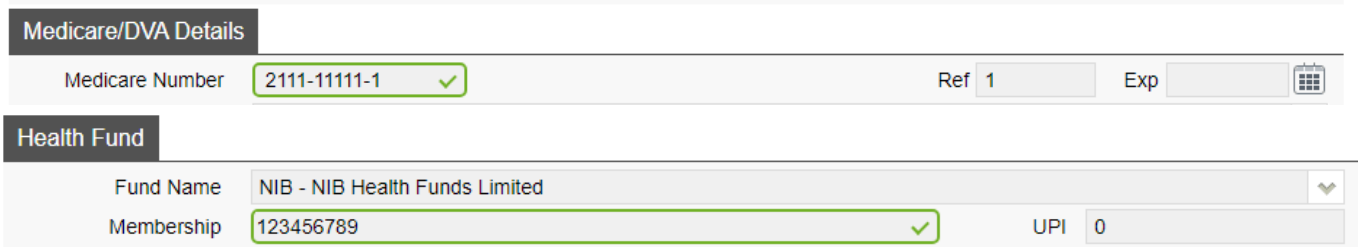
Alternatively, you may also use a shortcut on your keyboard: ***V***

Outcomes of an Online Patient Verification

There are three main outcomes of an OPV.

1. Successful

If the OPV is successful, you will see the fields that were validated highlighted in green, like so.

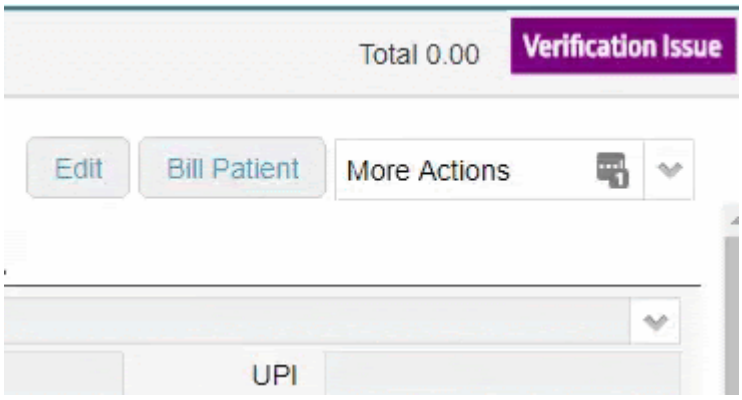


2. Successful with a Verification Issue

You may perform an OPV, and the fields you verified are outlined in green, however you may notice a blinking purple button signifying a Verification Issue!



If you notice this button, Fydo has run into an issue during the verification. Simply hover your mouse over it to see the results.



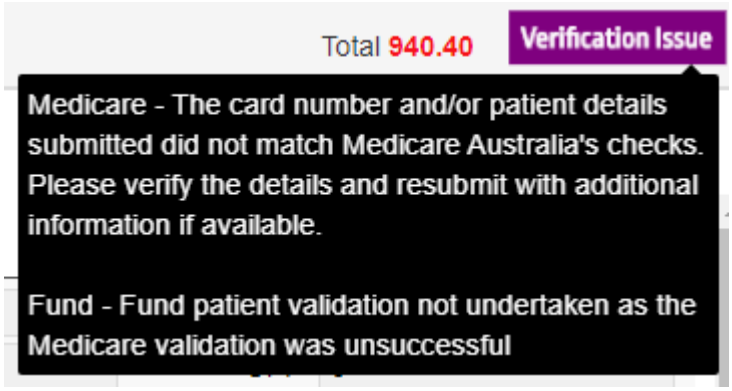
An issue like this means that the data Fydo has submitted to medicare was close enough to the correct details, that Medicare has gone ahead and provided us with the correct information.

We recommend running the OPV again, to confirm if it will pass without issue.

3. Failing an OPV

As above, you may again notice the blinking Verification Issue button.

However, this message is different:



This usually occurs when the details you have do not match what Medicare or the Health Fund have on record. You should double check the details you have, and possibly follow up with the patient.

Tokens – OEC

Token Name	Data	Notes
<<mrn>>	Patient Medical Record Number	
<<firstname>>	Patient First Name	
<<initial>>	Patient Second Initial	
<<lastname>>	Patient Family Name	
<<dob>>	Patient Date of Birth	dd/mm/yyyy
<<sex>>	Patient Gender	1 – Male 2 – Female
<<SexDesc>>	Patient Gender Description	
<<AdmNum>>	Admission Number	
<<Fund>>	Fund Code	
<<Membership>>	Membership Number	
<<UPI>>	Fund UPI	
<<Facility>>	Facility Provider Number	
<<Accind>>	Accident Indicator	

<<AccDate>>	Accident Date	dd/mm/yyyy
<<AdmDate>>	Admission Date	dd/mm/yyyy
<<DisDate>>	Discharge Date	dd/mm/yyyy
<<SDInd>>	Same Day Indicator	
<<LOS>>	Length of Stay	
<<OECCode>>	Presenting Illness Code	
<<OECCDesc>>	Presenting Illness Description	
<<OECItem>>	Presenting Illness Item Number	
<<OECIDesc>>	Presenting Illness Item Description	
<<EAInd>>	Emergency Admission Indicator	
<<ComInd>>	Compensation Claim Indicator	
<<PEAInd>>	Pre-existing ailment Request Indicator	
<<tranId>>	Transaction ID	
<<OECType>>	OEC Type	
<<ReqDate>>	Date Requested	dd/mm/yyyy
<<ReqTime>>	Time Requested	

Token Name	Data	Notes
<<OECID>>	Account Reference ID	
<<AssCde>>	Claim Fund Assesment Code	A = Accepted
<<FinSts>>	Financial Status	Y = Financial
<<FundRef>>	Fund Reference ID	
<<FundSts>>	Fund Status Code	
<<FundStsText>>	Fund Status Text	
<<MedSts>>	Medicare Status Code	
<<MedStsText>>	Medicare Status Text	
<<PEA>>	Pre-existing Ailment Potential Indicator	
<<ProcessSts>>	Process Status Code	
<<CoPay>>	CoPayment Amount	

<<CoDesc>>	CoPayment Days Remaining
<<CoRem>>	CoPayment Description
<<Exc>>	Excess Amount
<<ExcDesc>>	Excess Amount Description
<<ExcBonus>>	Excess Bonus Amount
<<BenLim>>	Benefit Limitations
<<Exclusion>>	Exclusion Description
<<TableName>>	Table Name
<<TableDesc>>	Table Description
<<TableScale>>	Table Scale
<<ClaimExp>>	Response back from the Fund

Item Section for OEC

Token Name	Data	Notes
ID	Id	
Type	Type Code	
TypeDesc	Type Description	
Code	Code	
Charge	Charge Amount	
DOS	Date Of Service	dd/mm/yyyy
MBSRate	Schedule Fee	
HFCode	Service Fund Assessment Code	
HFAmt	Fund Benefit Amount	
MedCode	Medicare Explanation Code	
MedText	Medicare Explanation Text	
MedAmt	Medicare Benefit Amount	

Tokens – Informed Financial Consent (IFC

Hospital)

Location of IFC

Token Name	Data	Notes
<<IFCLocId>>	Location	e.g. 1, 2
<<IFCLoc>>	Location	e.g. ACSS Private Hospital
<<IFCLocAdd1>>	Location Address Line 1	
<<IFCLocAdd2>>	Location Address Line 2	
<<IFCLocSuburb>>	Location Suburb	e.g. BONDI
<<IFCLocState>>	Location State	e.g. NSW
<<IFCLocPostcode>>	Location Postcode	
<<IFCLocPhone>>	Location Phone	e.g. 02 1234 5678
<<IFCLocFax>>	Location Fax	e.g. 02 1234 5678
<<IFCLocEmail>>	Location Email Address	
<<IFCLocAbn>>	Location ABN	
<<IFCLocACN>>	Location ACN	
<<IFCLocBSB>>	Location BSB	
<<IFCLocAccNo>>	Location Account Number	
<<IFCLocAccName>>	Location Account Name	
<<IFCLocProvNo>>	Location Provider Number	
<<IFCUser>>	Name of User Generating the IFC	
<<IFCUserFN>>	First Name of User Generating the IFC	
<<IFCUserI>>	Initials of User Generating the IFC	

Patient Fields

Token Name	Data	Notes
<<IFCPatFullName>>	Patient name	
<<IFCPatFname>>	Patient First Name	
<<IFCPatLname>>	Patient Surname	
<<IFCPatTitle>>	Patient Title	
<<IFCMRN>>	Patient MRN	
<<IFCFileNum>>	Patient File Number	
<<IFCDOB>>	Patient date of birth	
<<IFCSexID>>	Patient gender	e.g. M, F in db, 1 = M etc
<<IFCSex>>	Patient gender	e.g. Male, Female
<<IFCMed>>	Patient Medicare Number	
<<IFCMedRef>>	Patient Medicare Reference	
<<IFCAdd1>>	Patient Address Line 1	
<<IFCAdd2>>	Patient Address Line 2	

<<IFCSuburb>>	Patient Suburb	
<<IFCState>>	Patient State	
<<IFCPC>>	Patient Postcode	
<<IFCMobile>>	Patient Mobile	format 9999 999 999
<<IFCPhoneH>>	Patient Phone Home	format 02 9999 9999
<<IFCPhoneW>>	Patient Home Work	format 02 9999 9999
<<IFCPatEmail>>	Patient Email	

Episode Fields

Token Name	Data	Notes
<<IFCAdmDate>>	Admission date	
<<IFCAdmDayF>>	Admission day – Full name	e.g. Monday
<<IFCAdmDayS>>	Admission Day – Short name	e.g Mon
<<IFCDisDate>>	Discharge date	
<<IFCAdmNo>>	Admission Number	
<<IFCPatCat>>	Patient Category	Shows ‘Day Only’ or ‘Inpatient’ depending on the discharge date
<<IFCAnaID>>	Anaesthetic type	e.g. N, I
<<IFCAna>>	Anaesthetic type	e.g. None, IV/Sedation
<<IFCStatusID>>	Insurance status	E.g. F, B
<<IFCStatus>>	Insurance status	e.g. Full Fee, Basic fee
<<IFCFundtable>>	Fund Table	
<<IFCFundVer>>	Fund Verification	
<<IFCDJ>>	Fund date joined	Dd/mm/yyyy
<<IFCMins>>	Minutes in theatre	e.g. 999
<<IFCFundName>>	Fund	e.g. Medibank
<<IFCFundNo>>	Membership number	
<<IFCFundId>>	Fund ID	e.g. 1
<<IFCFund>>	Fund	e.g. MBP
<<IFCExcess>>	Excess amount	Currency e.g. 999,999,999.99
<<IFCcopay>>	Co-payment amount	Currency e.g. 999,999,999.99
<<IFCUninsured>>	Uninsured amount	Currency e.g. 999,999,999.99
<<IFCDefben>>	Default Benefit	Currency e.g 999,999,999.99
<<IFCAccom>>	Accommodation	e.g. Accom – Medical
<<IFCAccomID>>	Accommodation	e.g. 1, 2
<<IFCRoomID>>	Room type	e.g. S, P convert 1 to S, 2 to P
<<IFCRoom>>	Room Type	e.g. Shared, Private
<<IFCPDis>>	Proposed Discharge Date	only applicable if overnight i.e. Inpatient
<<IFCN>>	Number of Nights	only applicable if overnight i.e. Inpatient

<<IFCProcNote>>	Procedure Note

Doctor and Anaesthetist Fields

Token Name	Data	Notes
<<IFCDocID>>	Doctor/Surgeon ID	e.g. 1, 2
<<IFCDoc>>	Doctor Full Dame	e.g. Michelle ROMERO
<<IFCDocFirstN>>	Doctor First Name	e.g. Michelle
<<IFCDocLastN>>	Doctor Last Name	e.g. ROMERO
<<IFCDocTitle>>	Doctor Title	e.g. Dr
<<IFCDocProvNo>>	Doctor Provider Number	e.g. 123456AF
<<IFCDocSpecID>>	Doctor Specialty ID	e.g. 1,2
<<IFCDocSpec>>	Doctor Specialty	e.g. Radiology
<<IFCDocPh>>	Doctor Phone	format 99 9999 9999
<<IFCDocFax>>	Doctor Fax	format 99 9999 9999
<<IFCDocMob>>	Doctor Mobile	format 9999 999 999
<<IFCAnaDrID>>	Anaesthetist ID	e.g. 1, 2
<<IFCAnaFN>>	Anaesthetist Full Name	e.g. Michelle ROMERO
<<IFCAnaFirstN>>	Anaesthetist First Name	e.g. Michelle
<<IFCAnaLastN>>	Anaesthetist Last Name	e.g. ROMERO
<<IFCAnaTitle>>	Anaesthetist Title	e.g. Dr
<<IFCAnaProvNo>>	Anaesthetist Provide Number	e.g. 123456AF
<<IFCAnaSpecID>>	Anaesthetist Specialty ID	e.g. 1,2
<<IFCAnaSpec>>	Anaesthetist Specialty	e.g. Anaesthetics
<<IFCAnaPh>>	Anaesthetist Phone	format 99 9999 9999
<<IFCAnaFax>>	Anaesthetist Fax	format 99 9999 9999
<<IFCAnaMob>>	Anaesthetist Mobile	format 9999 999 999

Subtotal Charges

Token Name	Data	Notes
<<IFCNotes>>	Notes from review screen	
<<IFCBursaryL>>	Bursary Level	
<<IFCDisc>>	Discount as a percentage	
<<IFCDiscAmt>>	Discount as a dollar value	
<<IFCSubTotalC>>	Sums all charges before any discount is applied	Currency e.g. 999,999,999.99
<<IFCAccomC>>	Sums all charges where csrvtypecode = A	Currency e.g. 999,999,999.99
<<IFCAccomR>>	Sums all rebates where csrvtypecode = A	Currency e.g. 999,999,999.99
<<IFCAccomB>>	Sums all Bursary where csrvtypecode = A	Currency e.g. 999,999,999.99

<<IFCAccomDif>	Difference in Accommodation	Currency e.g. 999,999,999.99
<<IFCTheatreC>>	Sums all charges where csrvtypecode = T	Currency e.g. 999,999,999.99
<<IFCTheatreR>>	Sums all rebates where csrvtypecode = T	Currency e.g. 999,999,999.99
<<IFCTheatreB>>	Sums all bursary where csrvtypecode = T	Currency e.g. 999,999,999.99
<<IFCTheatDif>>	Difference in Theatre	Currency e.g. 999,999,999.99
<<IFCOtherC>>	Sums all charges where csrvtypecode = O	Currency e.g. 999,999,999.99
<<IFCOtherR>>	Sums all rebates where csrvtypecode = O	Currency e.g. 999,999,999.99
<<IFCOtherB>>	Sums all bursary where csrvtypecode= O	Currency e.g. 999,999,999.99
<<IFCOtherDif>>	Difference in Other	Currency e.g. 999,999,999.99
<<IFCBundledC>>	Sums all charges where csrvtypecode = C, R	Currency e.g 999,999,999.99
<<IFCBundledR>>	Sums all rebates where csrvtypecode = C, R	Currency e.g. 999,999,999.99
<<IFCBundledB>>	Sums all bursary where csrvtypecode = C, R	Currency e.g. 999,999,999.99
<<IFCBundDif>>	Difference in Bundled Fees	Currency e.g. 999,999,999.99

Total Charges

Token Name	Data	tes
<<IFCTotalC>>	Sums all charges	Currency e.g. 999,999,999.99
<<IFCTotalR>>	Sums all rebates	Currency e.g. 999,999,999.99
<<IFCTotalB>>	Sums all bursary	Currency e.g. 999,999,999.99
<<IFCGap>>	Charges less rebate plus (excess + copay and default benefit)	Currency e.g. 999,999,999.99
<<IFCTotDif>>	Charges less rebate	Currency e.g. 999,999,999.99
<<IFCTotR2>>	Sum of all rebates less (excess + Copayment))	Currency e.g. 999,999,999.99

Grid Items

Token Name	Data	Notes

<<DateFrom>>	Date from
<<DateTo>>	Date to
<<Item>>	Item
<<Desc>>	Description
<<DescShort>>	Description, the first 50 characters only
<<Type>>	Type
<<Charge>>	Charge
<<GST>>	GST
<<Rebate>>	Rebate
<<Diff>>	Difference between Charge and Rebate
<<Band>>	Band
<<Qty>>	Quantity
<<BillTo>>	Bill to