

Sample page from PracSoft Training Manual

Daysheet Reports

Daysheets are daily reports detailing patient visits and the billing for these visits. Each doctor can view or print their own daysheet and check the day's activity, reconcile with their appointment book if required and confirm billing details. Totals and details of any adjustments can also be included.



1. Click on the icon  to access the Daysheet options.

Daysheet Reports - Reconcile with appointment book

Report Type: Practitioner Selection:
 All practitioners
 Single practitioner
 Practitioner:

Daysheet Date: Display Options:
 Group by Visit Type:
 Include Adjustments:
 Show Totals:
 Separate Page per Doctor:

Date Type:

	Visit Time	Patient	Dr Code	Billing Type	ItemNo	Fee	Tax	Paid Amt	Account No	User	Adjusted
1	3:58 pm	ANDREWS, FRED	AP	Private	23	\$32.80	\$0.00	\$4.90		9 AP	
2	5:01 pm	ZANBUCK, JODIE	AP	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	
3	5:07 pm	LOLLIE, OLLIE	AP	Bulkbill	10990	\$5.40	\$0.00	\$0.00		0 AP	
			AP	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	
4	4:54 pm	Andrews, Maureen	IF	Bulkbill	23	\$32.80	\$0.00	\$0.00		0 AP	
5	5:00 pm	ANDERSON, DAVID	IF	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	
			IF	Bulkbill	10990	\$5.40	\$0.00	\$0.00		0 AP	
6	5:00 pm	ANDERSON, PENNY	IF	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	
			IF	Bulkbill	10990	\$5.40	\$0.00	\$0.00		0 AP	
7	5:06 pm	ANDREWS, ANNA	IF	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	
			IF	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	
8	5:06 pm	Andrews, Dylan	IF	Bulkbill	10990	\$5.40	\$0.00	\$0.00		0 AP	
			IF	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	
9	5:06 pm	Andrews, John	IF	Bulkbill	36	\$62.30	\$0.00	\$0.00		0 AP	

2. Click on Report Type and choose from Visits Recorded, Receipts Issued, Till Summary, Receipts Allocated or Adjustments.
3. Click on All Practitioners or Single Practitioner.

Exercise



Print daysheets for all doctors listing all visits recorded today (include totals).
 Print daysheets for Dr Practitioner detailing all visits recorded last Thursday.

Tip: Individual doctors can be set up to check all doctors' billings, restricted to 'own billings' or 'none allowed'. This is done in Admin, User List, Edit, Summary Data View.