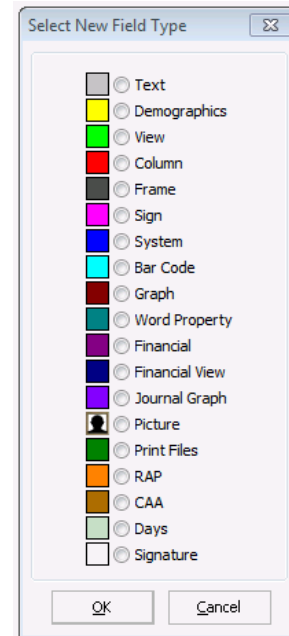


Report Maker - Financial

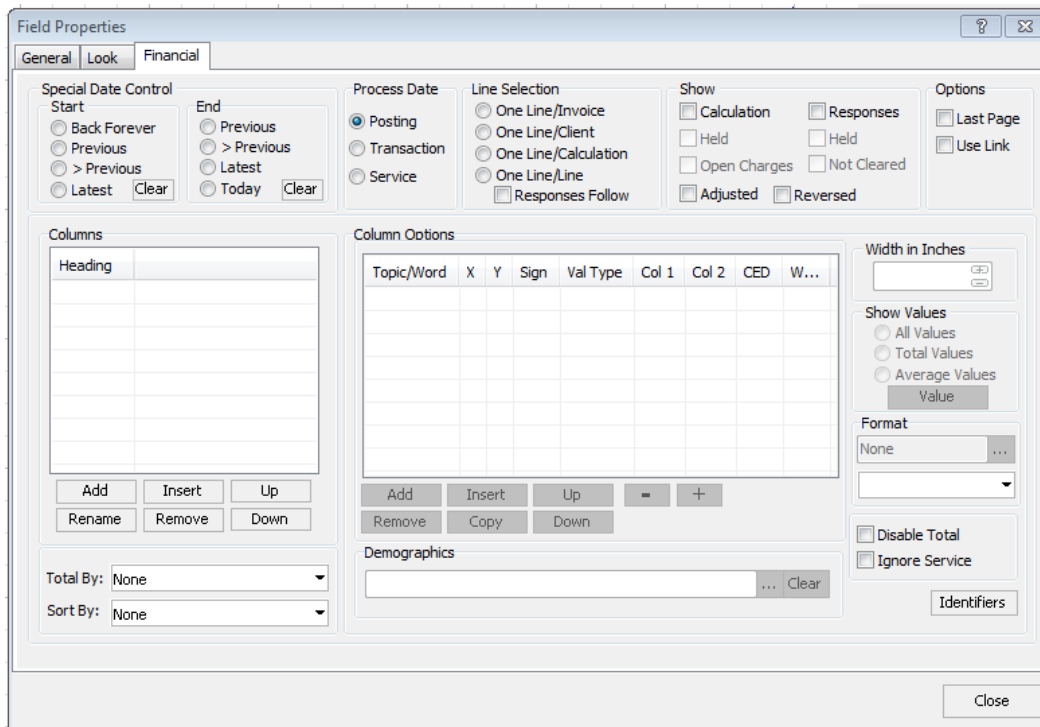
Select the Type of Field

Information documented in the record is available to pull to reports. How the information appears on the report depends on two things. One is how it was entered into the system. Reports recognize many of the properties words have. For example, question words are used as delimiters in some fields. The second thing that affects how information appears on reports is what fields are used to pull the information. And further, which options are selected within that field. Different fields are used to pull different types of information to reports.



Field	Description
Financial	Financial Fields pull data from Calculating screens or Receipts/Adjustments screens. Financial Fields are used to generate the majority of the financial reports to include Billing Summary Reports, Self Pay Bills, Cash and Adjustment Reports, etc. Financial fields have reporting capabilities based on Transactions Dates, Posting Dates, and Dates of Service. The majority of financial reports are set up using financial fields.
Financial View	Financial View Fields work like a view field but they actually look at data from a calculating screen. They also have the ability to do unique things related to the Accounts Payable module like generating the Routing Number and Account Number on a Payable Check with the correct font. The only use that we have for Financial View fields are in the Accounts Payable module.
Journal Graph	Journal Graph allows you to generate graphs from Journal Data.

Financial Tab



Special Date Control

Start Special Date Control - The Start Special Date Controls tell the report how far back to look for information to pull to the report. These settings are typically only set on reports that generate statements.

Back Forever - Tells the report to look back to the beginning of the client's data in ECS for the information.

Previous - Tells the report to look back to the previous calculation that was done for the data.

> Previous - Tells the report to find the last calculation and show activity starting with the day after. For example, if a calculation was posted on 01/01/2018, the report would pull activity starting on 01/02/2018.

Latest - Tells the report to look up through the latest calculation in ECS for the information.

Clear This option will clear the settings that have been setup in the Special Date Control for the Start area.

End Special Date Control - The End Special Date Controls tell the report when to stop looking for information to pull to the report. These settings are typically set only on reports that generate statements.

Previous - Tells the report to stop searching up through the previous calculation for the information.

> **Previous** - Tells the report to find the last calculation and show activity starting with the day after. For example, if a calculation was posted on 01/01/2018, the report would pull activity starting on 01/02/2018.

Latest - Tells the report to stop searching up through the latest calculation for the information.

Today - Tells the report to stop searching up through the current day for the information.

Clear - This option will clear the settings that have been setup in the Special Date Control for the End area.

Process Date

Posting Date - There are words designated as "Posting Date" words on the calculation screen. This is the month in which the charges are posted to.

Transaction - Transaction Date refers to the specific date that the information was physically done in ECS.

Service - There are words designated as "Service Date" words on the calculation screen. This is a date in which charges were found for the calculation period. This could be set to be the first date or last date charges were found. This option is useful when you are looking to see what was posted for particular dates of service, regardless of what month the charges were posted into.

Show

Calculation - When this option is selected, the report engine will search the posted calculations for information that is in the setup of the Column Options field.

Held - When this option is selected in the field, the report engine will search for calculations in a "Held" status and display only data from the Held Calculation based on the setups of the Column Options field. For example, a Medicaid Billing Summary (Held) report is used to display all data that has been calculated and put on hold. This type of report is generated for each payer source so that users can confirm that billing is accurate before posting.

Open Charges - This property is used to show outstanding charges plus the most recent payments/adjustments in between billing cycles.

Adjusted - This checkbox allows a report to display auto-adjusted transactions.

Reversed - This checkbox allows a report to display reversed transactions.

Responses - When this option is selected, the report engine will search the Responses (receipts that are entered) for information that pulls to the field.

Not Cleared - This function is associated with the General Ledger module which is no longer being utilized in ECS.

Options

Last Page - This option tells the report engine to only print the information that is produced by this field on the last page of the report.

Use Link - When Use Link is checked in the report field, the system will link client's data together when processing the report.

Columns

This is where the columns that are setup in the report are displayed. Use the Add, Insert, and Remove buttons to add/remove columns from the report.

- **Add** - The Add button allows a user to add a column to the report.
- **Rename** - The Rename button allows a user to rename a column.
- **Insert** - The Insert button allows a user to insert a column into a report in between already existing columns.
- **Remove** - The Remove button allows a user to remove a column from the report.
- **Up** - The Up button will move a column up in the listing.
- **Down** - The Down button will move a column down in the listing.

Column Options

This is where the data that pulls to the report is displayed. Click the Add or Remove buttons to add/remove data from the column.

- **Add** - The Add button allows the user to add words that need to pull data to the report.
- **Remove** - The Remove button allows users to remove words that have been added to the report.
- **Insert** - Using Insert allows a topic/word to be inserted anywhere in the list (will always be inserted above the highlighted link).
- **Copy** - The Copy button allows users to copy a word(s) from the Topic/Word area and paste it to another column.
- **Up** - Allows the user to move links up in the list.
- **Down** - Allows the user to move links down in the list.
- **[+]** - The [+] button will tell the report to add the word(s) data, instead of subtracting it. All word(s) are defaulted to + when added to the report.
- **[-]** - The [-] button will tell the report to subtract the word(s) data, instead of adding it. For example, if the report pulls withdrawal and deposit data, the withdrawals need to be set to [-] and the deposits [+], so the withdrawals will subtract and deposits will add when the report is generated.
- **Width in Inches** - Users may adjust the width of the columns on the report. To adjust the width of a column, select the desired column in the Financial Columns - Heading area. Click the [+] to increase the width or [-] to decrease the width.

Show Values

All Values - When this option is selected for the column, it will pull all of the values that the report engine finds. To define the values, click the Value button and make the desired selections.

Total Values - When this option is selected for the column, it will pull all of the values that the report engine finds to one total. To define the values, click the Value button and make the desired selections.

Average Values - When this option is selected for the column, it will pull an average of all of the values that the report engine finds to one total. To define the values, click the Value button and make the desired selections.

Value - The Value button is used to define what the report engine needs to search for and pull for that column in the report.

Format: The data may be formatted to appear in Text Money Format, the decimal may be dropped, and/or values may be right or left justified, or centered.

The Justify area allows a user to have the information Left, Right or Center justify in the column, when the report is processed. Click the drop down arrow and select the desired justification for the column, if desired. All columns automatically default to Left Justify if not otherwise specified.

Total By - When reports are processed, the user has the option to total by a column, if desired. Use the drop down arrow and select the desired column for the report to "total by". For example, the user may want to "total by" the column that contains the charges. Click the drop down arrow and select that column in the listing.

Sort By - Sort tasks may be linked to a column report (e.g. room number order). Click on the pull-down arrows to select the desired sort task.

Demographics - The Demographics area allows Client Demographic data to pull to the report. Click the Pick List Box to select the desired Demographic. For example, if a user wanted to pull the Date of Birth to the report, the user would select the column in the Financial Columns Heading area, and click the Pick List Box and choose Date of Birth from the Demographic options.

Disable Total - Users have the option to total each column, if desired. This will then give a grand total at the end of the report for each column, when processed. The Total option is located on the Look Tab of Field Properties. This option must be checked in order for Disable Total to function. When Disable Total is checked, it will disable that particular column from creating a total. For example, if a report column is just pulling in Dates of Service information, that column should not produce a total at the end of the report. The user would then check the option for "Disable Total" for the column, so when the report is processed, no total will generate for that column.

Ignore Service - This setting applies only if your system is Single Client. It allows the system to display financial data when residents cross services.



When you have a calculation screen set to ignore service (e.g., trust account), you must also select this checkbox when setting up a financial report in order for the information to display correctly.