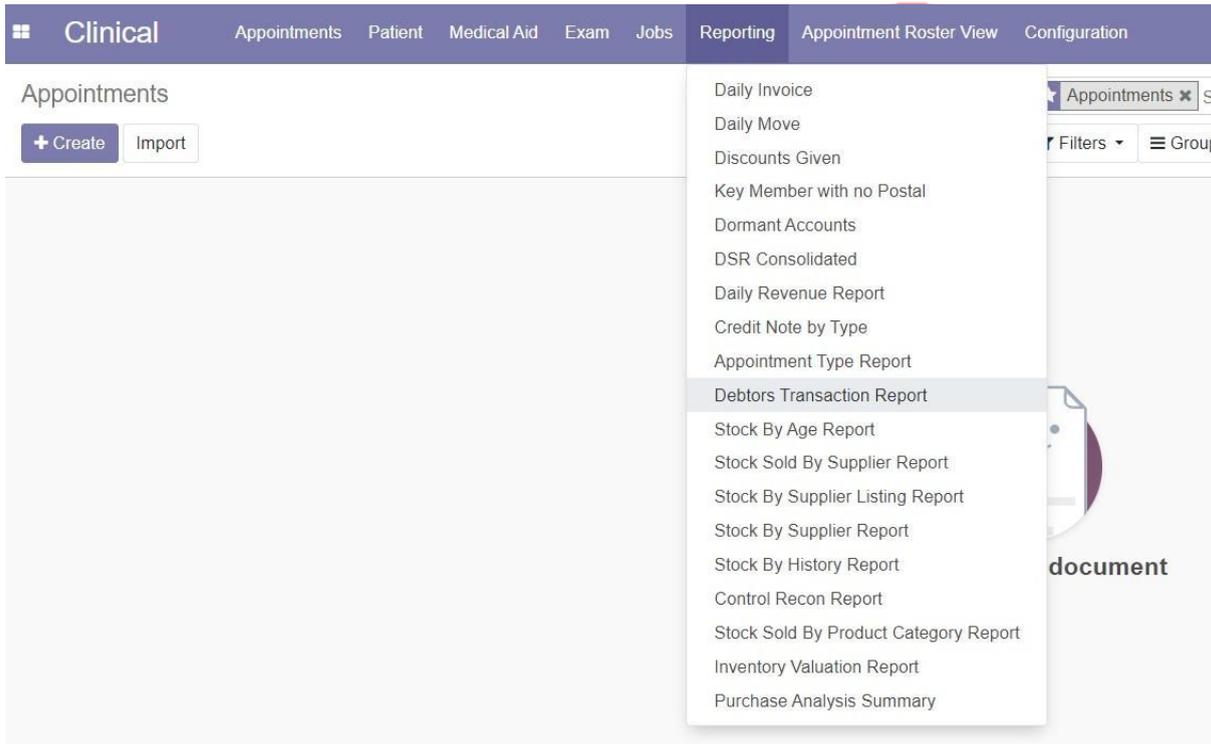




Training Manual

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Daily invoice

This report will show you the Daily invoices, receipts and journal entries.

Daily Invoice x

Start Date

End Date

Choose the date you want to pull the report for.

Click on submit.

OCEANS OPTOMETRISTS		Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa						
Start Date: 2022-09-15	End Date: 2022-09-15	Print Date: 2022-09-19	Printed by: Administrator					
INVOICES								
Date	User	Reference Number	Account Number	Name	Med.Aid	Patient	Total	
INVOICE Total:						0.00	0.00	0.00
RECEIPTS								
Date	User	RefNo	AccNo	Name	Description	Med.Aid	Patient	Total
RECEIPT Total:								0.00
JOURNAL								
Date	Number	Partner	Reference	Journal	Amount			
JOURNAL Total:					0.00			

You will be able to view each line item and print out this report.

Daily Move

In this report you will be able to view all stock movements. Amended stock, purchases, Returns and Sales.

OCEANS OPTOMETRISTS		Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa								
DAILY STOCK MOVEMENT - Oceans Optometrists - 09/16/2022										
Stock No	Description	Account	Invoice	Date	Trans Code	Qty	Sell Price	Cost	Disc%	Stock Balance
AMENDED STOCK										
Totals:						0		0.00		0.00
PURCHASE										
	Lens Design 1	PO00086		09/16/2022	8311001	1.0	161.0	185.25		0.00
	Lens Design 1	PO00086		09/16/2022	8311001	1.0	161.0	185.25		0.00
	Lens Add On	PO00086		09/16/2022	871103A	1.0	229.0	0.0		0.00
	Lens Add On	PO00086		09/16/2022	871103A	1.0	229.0	0.0		0.00
	BiFocals	PO00086		09/16/2022		1.0	1.0	0.0		0.00
Totals:						5.0		380.00		0.00
RETURNS										
Totals:						0		0.00		0.00
SALES										
	Optometric Examination	OO-6	INV/2022/0088	09/16/2022	10001	1.0	420.0	0.0	0.0	0.00
8185001	Base lens 1	OO-6	INV/2022/0088	09/16/2022	8185001	1.0	356.0	50.0		0.00
	Lens Design 1	OO-6	INV/2022/0088	09/16/2022	8311001	1.0	161.0	185.25		0.00
8185001	Base lens 1	OO-6	INV/2022/0088	09/16/2022	8185001	1.0	356.0	50.0		0.00
	Lens Design 1	OO-6	INV/2022/0088	09/16/2022	8311001	1.0	161.0	185.25		0.00
	Lens Add On	OO-6	INV/2022/0088	09/16/2022	871103A	1.0	229.0	0.0		0.00
	Lens Add On	OO-6	INV/2022/0088	09/16/2022	871103A	1.0	229.0	0.0		0.00
33	Frame - Blank	OO-6	INV/2022/0088	09/16/2022	40501	1.0	500.0	100.0	30.0	0.00
43225	BiFocals	OO-6	INV/2022/0088	09/16/2022	43225	1.0	207.6	214.0		0.00
43225	BiFocals	OO-6	INV/2022/0088	09/16/2022	43225	1.0	207.6	214.0		0.00
Totals:						30.0		995.00		0.00
Grand Total:						35.0		1369.00		0.00

Discounts Given

This report will reflect your Discounts given within a time period selected.

		Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa			
Start Date: 2022-09-16 End Date: 2022-09-17		Print Date: 2022-09-19 Printed by: Administrator			
DISCOUNTS GIVEN					
Date	Patient Paid	Discount	Invoice Total	Percent Paid on Inv.	Percent given on Inv.
16 Sep 2022	0,00	-397,16	3 811,46	111,63%	-11,63%
Total :	0,00	-397,16	3 811,46	111,63%	-11,63%

Key Member with no postal

		Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa			
Start Date: End Date:		Print Date: 2022-09-19 Printed by: Administrator			
PATIENTS WITHOUT POSTAL ADDRESSES					
Account No	Medical Aid	Number	Patient	ID Number	Liability
OO-28	Private Patient		Agnes Nkau-Dube	1952111500000	1630,5
OO-25	AFFINITY HEALTH	052654236	Chane Coetzer	7512260054088	966,0
OO-6	DISCOVERY HEALTH MEDICAL SCHEME	2536523256	Herman Cowan	810430	109080,900000000001
OO-32			Johan H Cronje		11053,8000000000001
OO-69			Marietjie Swanepoel		10945,7

Dormant Accounts

Will reflect the dormant accounts

Daily Revenue Report

		Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa					
Start Date: 2022-09-01 End Date: 2022-09-19		Print Date: 2022-09-19 Printed by: Administrator					
INVOICES							
Date	Invoices	VAT	Net	Credit Notes	VAT	Net	Final
05 Sep 2022	27 339,42	3 566,02	23 773,40				23 773,40
06 Sep 2022	9 360,32	1 220,92	8 139,40				8 139,40
07 Sep 2022	9 795,70	1 277,70	8 518,00				8 518,00
08 Sep 2022	3 038,30	396,30	2 642,00				2 642,00
13 Sep 2022	10 706,50	1 396,50	9 310,00				9 310,00
16 Sep 2022	3 811,46	497,16	3 314,30				3 314,30
19 Sep 2022	4 010,00	0,00	4 010,00				4 010,00
Total :	68 061,70	8 354,60	59 707,10	0,00	0,00	0,00	59 707,10

Credit note by Type

Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa								
Start Date: 2022-09-01	Print Date: 2022-09-19							
End Date: 2022-09-19	Printed by: Administrator							
CREDIT NOTES by TYPE								
Date	Account Name	Credit Type	Credit Note No	Source Document	Exclusive	Tax	Total	Comment
Credit Note Type : (Undefined)								
					0,00	0,00	0,00	

Appointment Type report

This will give you the report by appointment type as well as the invoiced amount on that exam.

Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa			
Oceans Optometrists			
Appointment Type Report			
From: 2022-09-16			
To: 2022-09-16			
Patient Number	Patient	Exam Number	Exam Value
Appointment Type : Spec Exam			
16 September 2022			
OO-5	Simone Cowan	EX-0215	0,00
			Total: 0,00
			Grand Total: 0,00

Debtors transaction Report

This report will give you the daily invoicing and payments received per patient and Px or medical aid to pay.

Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa						
Oceans Optometrists						
Debtors Transaction Report						
From: 2022-09-01						
To: 2022-09-16						
Tx Number	Account	Key Member	Description	Tx Amount	Px Orig.	MAid Orig.
05 September 2022						
Invoices						
INV/2022/0079	OO-6	Herman Cowan	EX-0199	3 021,86	2 412,00	0,00
INV/2022/0080	OO-64	Lynette De Smedt	EX-0178	6 065,10	0,00	0,00
INV/2022/0081	OO-64	Lynette De Smedt	EX-0200	11 914,00	10 360,00	0,00
INV/2022/0082	OO-6	Herman Cowan	EX-0201	6 338,46	5 511,70	0,00
				27 339,42	18 283,70	0,00
Payments						
CUST.IN/2022/0067	OO-64	Lynette De Smedt	INV/2022/0080/80	6 065,10	0,00	0,00

Stock by Age Report

This report will give you the stock by Age according to stock category, stock item, quantity and age of the product.

Barcode	Description	On Hand Qty	Date Created	Stock Age
Frames				
0090224735	play00	1.0	2022-08-30 09:43:56	20
1	Rudy Project	1.0	2022-08-31 07:38:48	19
1234	Rayban 2536 C5	7.0	2022-08-30 09:43:56	20
15	nike 16515 c5	0.0	2022-08-30 09:43:56	20
17	Kryptic	0.0	2022-06-08 08:50:09	103
2562	NOSE PADS	0.0	2022-06-08 08:24:16	103
3	Nike N12563 C3	0.0	2022-08-30 09:43:56	20
31	Rayban 8569 C5	0.0	2022-06-08 08:24:16	103
37	Rayban RX123	0.0	2022-08-30 09:43:56	20
4	Nike 1563254 C4	0.0	2022-08-30 09:43:56	20
41	Vendor Model size color	0.0	2022-08-30 09:43:56	20
53	Frame 5 Black	0.0	2022-09-05 07:35:22	14
60	nike 16515 C4	0.0	2022-08-30 09:43:56	20
63	Rayban RB1234 C2	1.0	2022-08-30 07:53:23	20
25695	Frame	0.0	2022-06-08 08:24:16	103
	guest b12563 c1	0.0	2022-06-08 08:24:16	103
	test frame 1234 c1	0.0	2022-06-08 08:24:16	103
Average age per category				48.88
Sunglasses				

Stock Sold By Supplier Report

This report will give you the stock sold by supplier sorted by supplier and product.

Barcode	Description	Quantity	Total
Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa			
Oceans Optometrists			
Stock Sold By Supplier			
From: 2022-09-01			
To: 2022-09-19			
*Base Lenses			
81BS001	Base lens 1	2.0	100.0
		2.00	100.00
BBGR			
	Lens Design 1	6.0	1112.1
	Lens Add On	6.0	0.0
		12.00	1112.10
Essilor			
	E-mirror Uv Coat	2.0	0.0

Stock By Supplier Listing Report

This report will provide you with the stock sold by the supplier and product.

OCEANS OPTOMETRISTS		Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa		Oceans Optometrists Stock By Supplier Listing		
Date: 2023-02-01						
Barcode	Description	Cost	On Hand Qty	Base Price	Value	
20/20 Vision Care						
Frames						
1234	Rayban 2536 C5	300.0	10.0	500.0	3000.0	
	guess b12563 c1	697.0	0.0	1200.0	0.0	
3	Nike N12563 C3	890.0	4.0	1800.0	3560.0	
15	nike.16515 c5	340.0	5.0	1200.0	1700.0	
		2227.00	19.00	4700.00	8260.00	
Sunglasses						
25	nike 256451c2	350.0	3.0	1250.0	1050.0	
		350.00	3.00	1250.00	1050.00	
Alcon						

Stock By History Report

This report will provide you with the stock in and out product movement report by date.

OCEANS OPTOMETRISTS		Oceans Optometrists Cnr of Atlantic Street & Indian Avenue Pretoria 1234 South Africa		Oceans Optometrists Stock By History		
Stock Number: 1234						
Doc Type	Date	Qty				
INV/INV: Rayban 2536 C5	2021-05-31 10:26:49	2.0				
WH/OUT/00001	2021-08-27 07:12:10	1.0				
WH/IN/00001	2021-06-28 09:28:31	1.0				
INV/INV: Rayban 2536 C5	2021-06-28 09:30:19	1.0				
WH/IN/00005	2021-08-27 07:12:32	1.0				
WH/IN/00010	2022-01-26 12:17:31	1.0				
WH/IN/00022	2022-03-18 08:34:13	1.0				
WH/IN/00023	2022-03-30 09:03:57	1.0				
WH/IN/00025	2022-05-05 07:32:28	1.0				
WH/IN/00026	2022-05-17 09:52:48	1.0				
WH/IN/00027	2022-05-26 07:15:02	1.0				

Control Recon Report

This report is to compare the total balance on the control account at the end of the accounting period with the total of all the separate memorandum balances.

Oceans Optometrists - Control Reconciliation			
For the period 2023-01-01 to 2023-03-31			
Opening Balance			246 178,05
Add DEBITS	Qty		
Invoices	19		55 829,68
Refunds	1		250,00
Debit Journals	0		0,00
	Total DEBITS :		56 079,68
Carried Forward			302 257,73
Deduct CREDITS	Qty		
Credit Notes	1		2 955,50
Receipts	41		100 588,00
Credit Journals	7		4 232,75
	Total CREDITS :		107 776,25
Closing Balance			194 481,48

Stock Sold by Product Category

This report will provide you with the stock sold by product.

Oceans Optometrists				
Stock Sold By Product Category				
From: 2023-01-01				
To: 2023-01-31				
Product	Barcode	Quantity	Total	
Fees				
Optometric Examination		1.0		420.00
		1.00		420.00
Frames				
Nike 1563254 C4	4	1.0		3750.00
		1.00		3750.00
Lenses				
Sv 1.56 Clear Hc Stock		2.0		446.00
Single Vision (standard)		2.0		2.00
		4.00		448.00
Grand Total:		6.00		4618.00

Inventory Valuation

This report will provide you with the stock quantity and value

Oceans Optometrists		
Inventory Valuation		
Product	Qty	Value
Frames		
Rayban 2536 C5	8.0	2 400.00
nike 16515 c5	4.0	1 360.00
Nike N12563 C3	3.0	2 670.00
Rayban 8569 C5	1.0	400.00
Rayban RX123	4.0	0.00
Nike 1563254 C4	1.0	2 500.00
Nike 16515 C5	1.0	350.00
Category Total	22.0	9 680.00
Sunglasses		

Purchase Analysis Summary

The Purchasing Summary Report shows a summary of items purchased from a specific vendor or from all vendors. The report shows the quantity received, the current stock, and the quantity on order.

Oceans Optometrists				
Purchase Analysis Summary				
From: 2023-01-01				
To: 2023-01-31				
Vendor Bill	Supplier Invoice	Units	Total Price	Average Price
2023-01-05				
Luxottica				
BILL/2023/0001	Inc 5556	2.0	69.00	34.50
		2.00	69.00	34.50
2023-01-26				
Test Supplier				
BILL/2023/0002	inv2540125631	5.0	258.75	51.75
		5.00	258.75	51.75
		7.00	327.75	84.25

Reporting Payments

Cash Control

Coin/Bill Value	Number of Coins/Bills	Subtotal
100.00	1	100.00
50.00	1	50.00
20.00	3	60.00
	5	50.00
	4	20.00
	5	10.00
	5	5.00
	5	2.50
	10	2.00
	5	0.50
	0	0.00
		300.00

Invoicing | Overview | Customers | Vendors | Accounting | Reporting | Configuration

Payment Analysis

Measures: [Dropdown] [Icons]

	Total
- Total	
+ June 2021	
Payment Amount	
- Total	13,245.00
+ Receive Money	13,245.00

Search...

Filters | Group By | Time Ranges | Favorites

- Payments
- Management
- Invoices
- Accounting reports
- General Ledger
- Journal Ledger
- Trial Balance
- Open Items
- Aged Partner Balance

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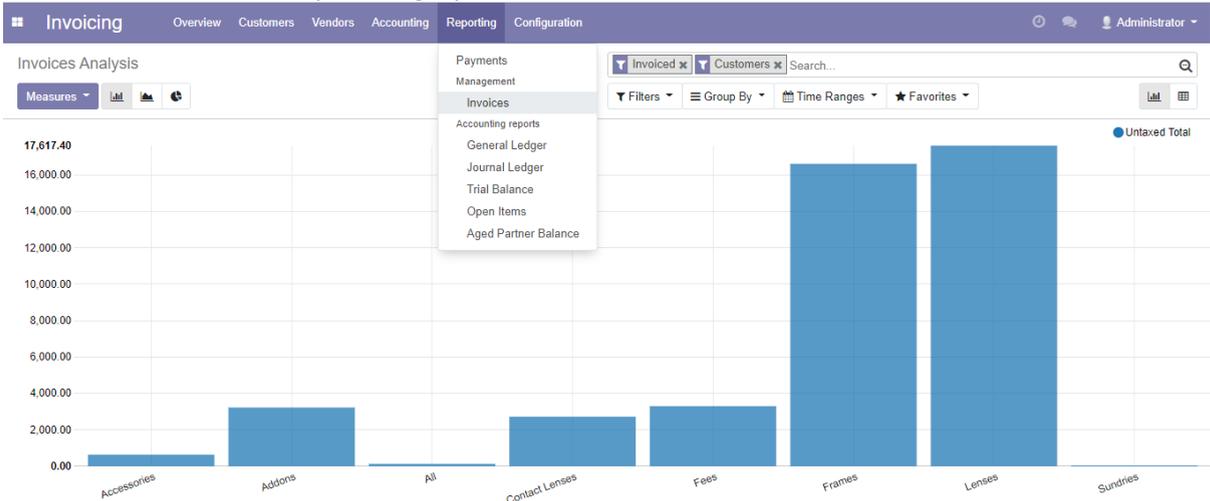
the view

CONFIRM CANCEL

management

Invoices

Sales shown per category. View can also be customized.



You can view the Graph or the pivot table by changing your view at the right hand corner of the screen.

Invoicing | Overview | Customers | Vendors | Accounting | Reporting | Configuration

Invoices Analysis

Measures: [Dropdown] [Icons]

Filters: Invoiced x Customers x Search...

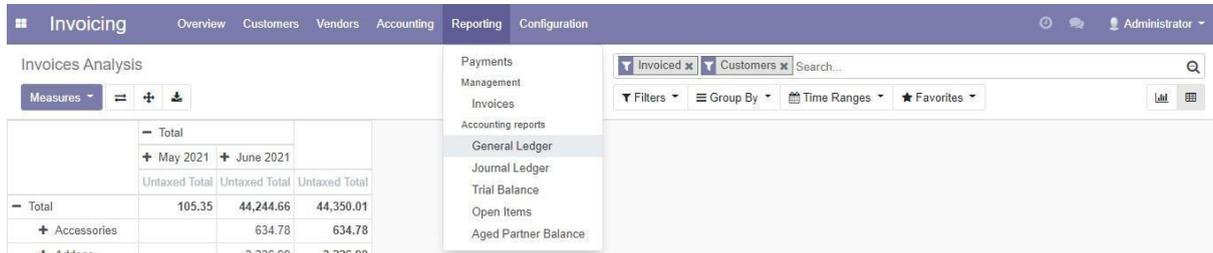
Filters | Group By | Time Ranges | Favorites

	Total	May 2021	June 2021
- Total			
+ May 2021			
+ June 2021			
Untaxed Total			
- Total	105.35	44,244.66	44,350.01
+ Accessories		634.78	634.78
+ Addons		3,226.99	3,226.99
+ All		130.44	130.44
+ Contact Lenses		2,721.74	2,721.74
+ Fees	44.48	3,259.39	3,303.87
+ Frames	60.87	16,558.26	16,619.13
+ Lenses		17,617.40	17,617.40
+ Sundries		95.66	95.66

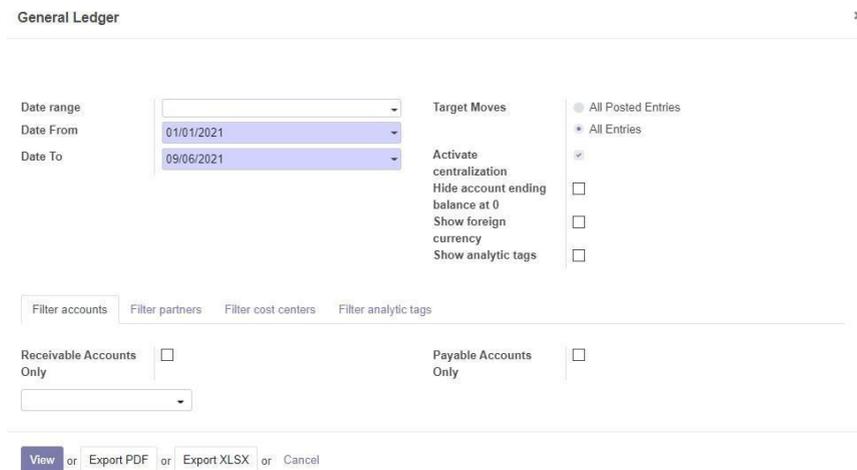


Accounting Reports

General Ledger



Here you can pull your General Ledger. – Summary of accounts



Date range: To create – Pulling a specific date range e.g., Financial Year

Date from: From

Date to: To

Target moves:

All posted entries – All that was posted

All Entries – Including not posted

Activate centralisation – Keep box ticked

Hide account ending balance at 0 – Hide all Zero balance accounts

Show foreign currencies – Only applicable when working with multiple currencies

Show analytic tags – To view analytical tags that have been posted on journals

Filter Accounts

- Receivable accounts only
- Payable accounts only
- OR Choose a specific account in the dropdown list

Filter partners

- You can choose a specific contact to view.

Filter analytic tags

- To search for specific allocated tags From

here, you can VIEW, EXPORT TO XLSX or PDF

Journal Ledger

Date range: To create – Pulling a specific date range e.g., Financial Year

Date from: From

Date to: To

Options

Move Target: All, Posted, Not posted

Sort entries by: Entry number, date

Group entries by: Type of Journal

Trial Balance >

Date range: []
 Date From: [Create and Edit...]
 Date To: []

Journal: []

Filter accounts:
 Receivable Accounts Only Payable Accounts Only

Target Moves:
 All Posted Entries
 All Entries
 Hide accounts at 0
 Show Partner Details
 Hierarchy On
 Limit hierarchy levels
 Show foreign currency

or or or

Date range: To create – Pulling a specific date range E.g. Financial Year

Date from: From

Date to: To

Journal – Choose journal type

Target moves:

All posted entries – All that was posted

All Entries – Including not posted

Hide account ending balance at 0 – Hide all Zero balance accounts

Show partner details

Hierarchy On - Computed accounts, Child accounts, No Hierarchy

Limit Hierarchy levels

Show foreign currencies – Only applicable when working with multiple currencies

Filter Accounts

- Receivable accounts only
- Payable accounts only
- OR Choose a specific account in the dropdown list

From here, you can VIEW, EXPORT TO XLSX or PDF

Open Accounts

Date at: Choose date

Target moves:

All posted entries – All that was posted All Entries – Including not posted

Hide account ending balance at 0 – Hide all Zero balance accounts

Show foreign currencies – Only applicable when working with multiple currencies

Filter Partner – Choose partner account

- Receivable accounts only
- Payable accounts only
- OR Choose a specific account in the dropdown list From here, you can VIEW,

EXPORT TO XLSX or PDF

Aged partner Balance

Aged Partner Balance
✕

Date At 09/06/2021

Target Moves

All Posted Entries

All Entries

Show Move Line Details

Filter partners

Filter accounts

Receivable Accounts

Only

Payable Accounts

Only

[View](#)
or [Export PDF](#)
or [Export XLSX](#)
or [Cancel](#)

Choose date Target moves:

All posted entries – All that was posted All Entries – Including not posted Show move line details

Filter Partner – Choose partner account

- Receivable accounts only
- Payable accounts only
- OR Choose a specific account in the dropdown list From here, you can VIEW,

EXPORT TO XLSX or PDF