Transaction GST Report

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The **Transaction/GST Report** is Zedmed's main financial report. It can include all the invoices, receipts and adjustments for a defined period so you can assess a practice's financial situation. It can also be used for calculations related to doctors' income, and it is the only report that can show receipts or payments by doctor.

Understanding the report

The transaction GST report gives a snapshot of the date range provided. This means the report will never change and will never reflect the receipts or adjustments applied after the period of the report. For example, if the date range is January 1st to 31st, an invoice in that report will always show as a debt if it was receipted in February. However, running the report from January 1st to February 28th will show the invoice as paid.

Key points:

- The report is ideal for clinics with a single bank account. If you have doctors with their own bank accounts, use the banking Reconciliation Report to group payments by banklist.
- To print a report for doctors who want to see what they have received, run the Transaction GST Report for each **Treating Doctor** and select Transaction Type - **Receipts** or **invoices**, depending on what they are paid from.
- If there are groups of items that you report on regularly (for example, how many immunisations are billed each month) you can set up **Analysis Groups** for your items. See the Service Analysis Groups article for more information on how to do this.
- **Transaction Type** and **Status** allow you to extract specific types of transactions, for example, **Adjustments** or **Voided Adjustments**. This can be useful for showing what staff make the most adjustments.

Transaction GST report video

Our 15-minute quickstart video explains how the report works and how it can be used!

Running the Transaction GST Report

To open a Transaction GST Report:

1. Go to Zedmed's **Reception** tab.
2. Select **Daily reports** then **Transactions/GST**.
3. Select the **Style** of report you want to generate.

   The two key reports styles are:

   - **Summary report** - grouped by Treating Doctor for a Day, Week or Month date range will provide a compact report showing the Billing, Receipt, and Adjustment totals for each doctor with a total for the group practice at the end.
   - **Single Line Details report** - grouped by Treating Doctor for a range of dates, Ordered by Invoice Number. Provides a list of financial events in the sequence that they happened, for each doctor separately with doctor sub-totals.

4. Select the **Data** you want to include.

5. In the **Criteria** section, select the criteria to include.

   For **Account Payer**

   Select from the drop-down list. **Medicare**, **DVA**, **3rd Party** and **Private** are selected using the search icon's screen.

   For **Transaction Type**

   The type of transaction: Receipts, Invoices, Adjustments, DataImport and Quotes.

   Quotes do not affect the All function. The Report Summary will be impacted if you include quotes as there are no receipts.

   For **Transaction Status**

   Receipts and Invoices have the following **Transaction Status** selections:

   a. Receipts > Transaction Status:

      - **Cancelled** – Invoices that have been reversed and voided.
      - **Credit Note** – The value of how much the patient has as an **Account Payer Credit**.
      - **Fully Allocated** – All paid invoices.
      - **Reversal** – Invoices that have been reversed.

   b. Invoices > Transaction Status:

      - **Current** – Invoices and/or deferred invoices that have an outstanding amount.
      - **Deferred** – Invoices that have been deferred (saved for next billing).
      - **Increase** – Invoices that have had an amount increase to the service line.
      - **Paid** – All invoices that have been paid.

- **Void** – Invoices that have had the service line voided.
6. In the **Item** section, select the **Item** to include.

   To obtain a list of all patients who had a particular operation within a date range, select the item or items (multiple tick boxes), and combine the results with the **Extended Details** report (for addresses).
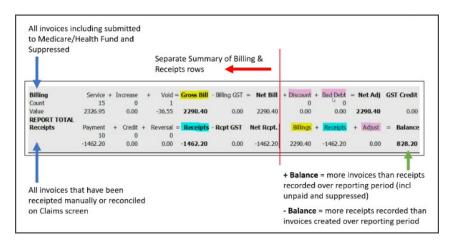7. Select **Print**, **Screen** or **Export** to generate the report in your preferred format.

   The report will open.

   Export allows you to download the report as a CSV and open it using spreadsheet software like Excel.

   The example below is the Summary report.

Albany Road Clinic   Page 1

Transaction GST Report

Criteria				Style		
Activity Date	28/05/2023 to 13/06/2023	Category	All	Summary Only		
Branch	Albany Road Clinic	Item Group	All	**Group By**		
Account Payer	All	Item Sub Group	All	Treating Doctor		
Treating Doctor	All	Staff	All			
User Group	All	Patient Type	All			
Resource	All	Tax Code	All	**Order By**		
Transaction Type	All	Items	All Service Items			
Transaction Status	All					

Unknown doctor code

Unknown doctor code

Billing	Service +	Increase +	Void =	Gross Bill	- Billing GST =	Net Bill		+ Bad Debt	= Net Adj	GST Credit
Count	0	0	0				0	0		
Value	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**	0.00

Receipts	Payment +	Credit +	Reversal =	Receipts	- Rcpt GST	Net Rcpt.	Billings +	Receipts +	Adjust =	Balance
	0	0	0							
	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00	0.00	**0.00**

Boykin, Dr Ethel [EB]

Boykin, Dr Ethel [EB]

Billing	Service +	Increase +	Void =	Gross Bill	- Billing GST =	Net Bill		+ Bad Debt	= Net Adj	GST Credit
Count	2	0	0				0	0		
Value	46.35	0.00	0.00	**46.35**	0.00	46.35	0.00	0.00	**46.35**	0.00

Receipts	Payment +	Credit +	Reversal =	Receipts	- Rcpt GST	Net Rcpt.	Billings +	Receipts +	Adjust =	Balance
	0	0	0							
	0.00	0.00	0.00	**0.00**	0.00	0.00	46.35	0.00	0.00	**46.35**

Jackson, Gaye [GJ]

Jackson, Gaye [GJ]

Billing	Service +	Increase +	Void =	Gross Bill	- Billing GST =	Net Bill		+ Bad Debt	= Net Adj	GST Credit
Count	20	1	9				1	0		
Value	491.25	4.80	-256.70	**239.35**	0.00	239.35	-6.60	0.00	**232.75**	0.00

Receipts	Payment +	Credit +	Reversal =	Receipts	- Rcpt GST	Net Rcpt.	Billings +	Receipts +	Adjust =	Balance
	11	0	0							
	-304.05	0.00	0.00	**-304.05**	0.00	-304.05	239.35	-304.05	-6.60	**-71.30**

Fuller, Dr Igor [IF]

Fuller, Dr Igor [IF]

Billing	Service +	Increase +	Void =	Gross Bill	- Billing GST =	Net Bill		+ Bad Debt	= Net Adj	GST Credit
Count	2	0	0				0	0		
Value	40.95	0.00	0.00	**40.95**	0.00	40.95	0.00	0.00	**40.95**	0.00

Receipts	Payment +	Credit +	Reversal =	Receipts	- Rcpt GST	Net Rcpt.	Billings +	Receipts +	Adjust =	Balance
	0	0	0							
	0.00	0.00	0.00	**0.00**	0.00	0.00	40.95	0.00	0.00	**40.95**

Knox, Dr Maurice [MK]

Knox, Dr Maurice [MK]

Billing	Service +	Increase +	Void =	Gross Bill	- Billing GST =	Net Bill		+ Bad Debt	= Net Adj	GST Credit
Count	10	0	5				0	0		
Value	947.80	0.00	-506.05	**441.75**	0.00	441.75	0.00	0.00	**441.75**	0.00

Receipts	Payment +	Credit +	Reversal =	Receipts	- Rcpt GST	Net Rcpt.	Billings +	Receipts +	Adjust =	Balance
	3	0	0							

| | -86.25 | 0.00 | 0.00 | -86.25 | 0.00 | -86.25 | 441.75 | -86.25 | 0.00 | 355.50 |

Davis, Dr Phillip [PD]

Davis, Dr Phillip [PD]

Billing	Service	+ Increase	+	Void	= Gross Bill	- Billing GST	= Net Bill		+ Bad Debt	= Net Adj	GST Credit
Count	4	0		0					0	0	
Value	364.15	0.00		0.00	364.15	0.00	364.15		0.00	0.00	364.15	0.00

Receipts	Payment +	Credit +	Reversal	= Receipts	- Rcpt GST	Net Rcpt.		Billings +	Receipts +	Adjust	= Balance
	3	0	0								
	-323.20	0.00	0.00	-323.20	0.00	-323.20		364.15	-323.20	0.00	40.95

Billing	Service	+ Increase	+	Void	= Gross Bill	- Billing GST	= Net Bill	+ Discount	+ Bad Debt	= Net Adj	GST Credit
Count	38	1		14				1	0		
Value	1890.50	4.80		-762.75	1132.55	0.00	1132.55	-6.60	0.00	1125.95	0.00
REPORT TOTAL											
Receipts	Payment	+ Credit +	Reversal	= Receipts	- Rcpt GST	Net Rcpt.		Billings +	Receipts	+ Adjust	= Balance
	17	0	0								
	-713.50	0.00	0.00	-713.50	0.00	-713.50		1132.55	-713.50	-6.60	412.45

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All invoices including submitted to Medicare/Health Fund and Suppressed

Separate Summary of Billing & Receipts rows

Billing	Service	+ Increase	+	Void	= Gross Bill	- Billing GST	= Net Bill	+ Discount	+ Bad Debt	= Net Adj	GST Credit
Count	15	0		1				0	0		
Value	2326.95	0.00		-36.55	2290.40	0.00	2290.40	0.00	0.00	2290.40	0.00
REPORT TOTAL											
Receipts	Payment	+ Credit +	Reversal	= Receipts	- Rcpt GST	Net Rcpt.		Billings +	Receipts	+ Adjust	= Balance
	10	0	0								
	-1462.20	0.00	0.00	-1462.20	0.00	-1462.20		2290.40	-1462.20	0.00	828.20

All invoices that have been receipted manually or reconciled on Claims screen

+ Balance = more invoices than receipts recorded over reporting period (incl unpaid and suppressed)

- Balance = more receipts recorded than invoices created over reporting period

Showing payments and reviewing banking

The Transaction GST Report is ideal for doctors who want a copy of the payments received for a defined period.

If the Banking Batch total does not match the Transaction GST Report receipts total, it will be due to an error that was resolved as part of the banking adjustments when the session or batch was closed. To learn more, see the Best practice banking guide.

To review the report:

1. Select **Daily Reports** > **Transactions GST Report**.
2. Select the **Entry Date**, the period for the banking period (e.g that day).
3. Select Style = **Single Line Details**, Account Payer = **All**, Transaction Type - **Receipts.**
4. Select **Screen** to open the report.
5. The **Receipts** total - this should match the Banking Batch total.

Transaction GST Report

Criteria				Style	
Activity Date	02/03/2023 to 07/03/2023	Category	All	Single Line Details	
Branch	Branch 1	Item Group	All	**Group By**	
Account Payer	All	Item Sub Group	All	None	
Treating Doctor	All	Staff	All		
User Group	All	Patient Type	All		
Resource	All	Tax Code	All	**Order By**	
Transaction Type	All	Items	All Service Items	Invoice Number	
Transaction Status	All				

File #	Patient	Payer	Date	Brn	Doc	Stf	Inv #	Item	ServDate	Type	GST	Amount
4	Holloway, Mr Knut	Holloway, Mr Knut	06/03/2023	MED	IF	PD	40177	104	06/03/2023	Service		222.00
4	Holloway, Mr Knut	Holloway, Mr Knut	06/03/2023	MED	IF	PD	40177	104	06/03/2023	Quick Receipt		-222.00
C85	Chapman, Mr	Department of	06/03/2023	MED	PD	PD	40178	105	06/03/2023	Service		57.00

If you run the report with **Transaction Type > Receipts** you will only be comparing the current batch with paid/receipted invoices.

This invoice has not been paid. Reconciling **Payments** in Claims will add the payment as another entry.

The **Receipts** total shows payments taken over the reporting period and is compared to the total on the Batch Report (Bank Deposit Sheet) over the same period.

The **Balance** shows the value of unpaid and suppressed invoices.

Billing	Service	+ Increase	+	oid = Gross Bill	- Billing GST	= Net Bill	+ Discount	+ Bad Debt	= Net A i	GST Credit
Count	2	0		0			0	0		
Value	279.00	0.00	0.0	279.00	0.00	279.00	0.00	0.00	279.00	0.00
REPORT TOTAL										
Receipts	Payment	+ Credit	+ Reversal =	Receipts	- Rcpt GST	Net Rcpt.	Bilings +	Receipts +	Adjust =	Balance
	1	0	0							
	-222.00	0.00	0.00	-222.00	0.00	-222.00	279.00	-222.00	0.00	57.00

You should see the amount invoiced and an equal amount when payment is received. These will show as a positive amount (amount invoiced) and a negative amount (payment taken). The receipt's total will therefore show as a negative value.