

# CGM WEBPRACTICE™ END OF MONTH BALANCE SHEET

## Practice Information

Complete the following form and return it to Customer Support. This information is required to assist and troubleshoot end of month balancing issues.

Practice Name	_____	Client #	_____
SAP Ticket #	_____	Database #	_____
Contact	_____	Phone #	_____
Email	_____	Fax #	_____




## Balancing Information

Month: \_\_\_\_\_




**Reset Statistical Files** (*System, File Maintenance Menu*) and then complete the following information:

**Note:** *The icons provide a quick visual cue to indicate which fields should match from the various reports.*

### Daily Register (*Reports, Transactions Journals*)

Charges		_____
Adjustments		_____
Payments		_____

### Journals (*Reports, Transactions Journals – Procedure Journal, Payment Journal, and Adjustment Journal*)

Charges		_____
Adjustments		_____
Payments		_____

### Payment Reconciliation Report (*Reports, Statistical Reports*)

Top Amount		_____
Bottom Amount		_____







### Adjustment Reconciliation Report (*Reports, Statistical Reports*)

Top Amount		_____
Bottom Amount		_____

### Summary Analysis by Performing Dr (*Reports, Statistical Reports, Summary Analysis Report*)

Charges		_____	Payments		_____	Adjustments		_____
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### Summary Aged A/R by Performing Dr (*Reports, Aged Accounts Receivable Reports, Summary Aged A/R*)

Beginning A/R		_____	=	Prev Mth Ending A/R		_____
+ Charges		_____				
- Payments		_____				
+/- Adjustments		_____				<i>(adjs + refunds = adjs on journals)</i>
= Ending A/R		_____				

**Aged Receivables by Performing Dr** (*Reports, Aged Accounts Receivable Reports*)Ending A/R Previous Month **B** \_\_\_\_\_Ending A/R Current Month **E** \_\_\_\_\_**When the beginning/ending A/R do not balance:**

To determine which month is out of balance, run *Reports, Aged Accounts Receivable Reports, Aged Receivables by Performing Dr* with the ending date of the month you believe is out of balance and see what the ending total reflects. If this does not match the **Ending A/R** on the *Reports, Aged Accounts Receivable Reports, Summary Aged A/R, Summary Aged A/R by Performing Doctor* for that month, then *that* is the month that is out of balance.