



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	_____
---------	-------	----------	-------	-------------	-------

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 _____

Ending A/R Current Month _____

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.