



PODIATRY PRACTICE MANAGEMENT SYSTEM

(PRIVATE PRACTITIONERS)

VERSION 8

ADVANCED MANUAL

Contents at a glance

CHAPTER 1 – INTRODUCTION	1-1
<i>THE PODIATRY PRACTICE MANAGEMENT SYSTEM.....</i>	<i>1-1</i>
<i>THE MANUALS.....</i>	<i>1-1</i>
<i>USING THE PPM SYSTEM</i>	<i>1-1</i>
<i>ORGANISATION OF MENUS</i>	<i>1-2</i>
CHAPTER 2 – GENERATING REPORTS	2-1
<i>INTRODUCTION.....</i>	<i>2-1</i>
<i>REPORT GENERATOR</i>	<i>2-1</i>
<i>APPOINTMENT REPORTS.....</i>	<i>2-12</i>
<i>PRINT PATIENT LABELS</i>	<i>2-13</i>
CHAPTER 3 – FINANCIAL ACCOUNTS (GENERAL).....	3-1
<i>INTRODUCTION.....</i>	<i>3-1</i>
<i>ANALYSIS CODES.....</i>	<i>3-2</i>
CHAPTER 4 – SALES ACCOUNTS	4-1
<i>INTRODUCTION.....</i>	<i>4-1</i>
<i>CUSTOMER/PATIENT ACCOUNTS.....</i>	<i>4-1</i>
<i>REVERSE RECEIPTS/PAYMENTS.....</i>	<i>4-10</i>
<i>PRINT OVERDUE ACCOUNT LETTERS.....</i>	<i>4-11</i>
<i>TEMPLATES FOR INVOICES AND STATEMENTS.....</i>	<i>4-12</i>
CHAPTER 5 – PURCHASE ACCOUNTS	5-1
<i>INTRODUCTION.....</i>	<i>5-1</i>
<i>SUPPLIER ACCOUNTS</i>	<i>5-1</i>
<i>REVERSE RECEIPTS/PAYMENTS.....</i>	<i>5-10</i>
<i>PRINT REMITTANCE ADVICE NOTES</i>	<i>5-11</i>
CHAPTER 6 – FINANCIAL REPORTS.....	6-1
<i>INTRODUCTION.....</i>	<i>6-1</i>
<i>SALES LEDGER AND PURCHASE LEDGER.....</i>	<i>6-1</i>
<i>SALES AUDIT TRAIL AND PURCHASE AUDIT TRAIL.....</i>	<i>6-2</i>
<i>AGED DEBTORS AND AGED CREDITORS</i>	<i>6-3</i>
<i>STATEMENTS</i>	<i>6-3</i>

Contents at a glance (continued)

<i>CASHBOOK AUDIT TRAIL</i>	6-4
<i>JOURNAL AUDIT TRAIL</i>	6-4
<i>NOMINAL ANALYSIS BREAKDOWN</i>	6-5
<i>TRIAL BALANCE</i>	6-6
CHAPTER 7 – OTHER FINANCIAL FUNCTIONS	7-1
<i>INTRODUCTION</i>	7-1
<i>MISCELLANEOUS PAYMENTS/RECEIPTS</i>	7-1
<i>JOURNAL ENTRIES</i>	7-3
<i>ACCOUNTS PARAMETERS</i>	7-4
<i>PERIOD/YEAR END</i>	7-6
<i>FINANCE UTILITIES</i>	7-7
CHAPTER 8 – SET UP PATIENT DATA	8-1
<i>INTRODUCTION</i>	8-1
<i>MEDICAL HISTORY</i>	8-2
<i>POP-UP MENUS ON PATIENT RECORD SCREEN</i>	8-4
<i>TITLES</i>	8-6
<i>TEMPLATE FOR PAGE 2 OF PATIENT RECORD</i>	8-7
CHAPTER 9 – SET UP TREATMENT DATA	9-1
<i>INTRODUCTION</i>	9-1
<i>PATIENT TREATMENT</i>	9-2
<i>TREATMENT FEES SCREEN</i>	9-5
<i>CLINICAL ASSESSMENT TEMPLATES</i>	9-6
CHAPTER 10 – MISCELLANEOUS SETUP	10-1
<i>INTRODUCTION</i>	10-1
<i>USER PARAMETERS</i>	10-1
<i>TEST/REPAIR DATA FILE</i>	10-5
CHAPTER 11 – IMPORT/EXPORT	11-1
<i>INTRODUCTION</i>	11-1
<i>EXPORTING AND IMPORTING DATA</i>	11-1
<i>IMPORT AUDIT TRAIL</i>	11-2
<i>APPOINTMENTS</i>	ERROR! BOOKMARK NOT DEFINED.

DETAILED CONTENTS

CHAPTER 1 – INTRODUCTION	1-1
<i>THE PODIATRY PRACTICE MANAGEMENT SYSTEM.....</i>	<i>1-1</i>
<i>THE MANUALS.....</i>	<i>1-1</i>
<i>USING THE PPM SYSTEM</i>	<i>1-1</i>
<i>ORGANISATION OF MENUS</i>	<i>1-2</i>
Reports menu.....	1-2
Financial Menu.....	1-3
Other menus	1-4
CHAPTER 2 – GENERATING REPORTS	2-1
<i>INTRODUCTION.....</i>	<i>2-1</i>
<i>REPORT GENERATOR</i>	<i>2-1</i>
Types of report	2-3
Searching records	2-3
Example.....	2-4
Sorting	2-7
Creating subtotals.....	2-7
Wildcards for searching.....	2-8
GPs, Practices and Referrals	2-11
<i>APPOINTMENT REPORTS.....</i>	<i>2-12</i>
<i>PRINT PATIENT LABELS</i>	<i>2-13</i>
CHAPTER 3 – FINANCIAL ACCOUNTS (GENERAL).....	3-1
<i>INTRODUCTION.....</i>	<i>3-1</i>
<i>ANALYSIS CODES.....</i>	<i>3-2</i>
Other Fields	3-3
Include in List Selection.....	3-3
This years Budget £.....	3-3
Last years Budget £ and Balances £.....	3-3

DETAILED CONTENTS (CONTINUED)

CHAPTER 4 – SALES ACCOUNTS.....4-1

INTRODUCTION..... 4-1

CUSTOMER/PATIENT ACCOUNTS 4-1

 Sales Invoices.....4-2

 Updating.....4-5

 Receive/Allocate Payments for Sales Invoices.....4-6

 Updating.....4-8

 Reprint Miscellaneous Invoices, Treatment Invoices and Receipts4-8

 Print Ledger4-9

 List Customers4-9

REVERSE RECEIPTS/PAYMENTS 4-10

PRINT OVERDUE ACCOUNT LETTERS..... 4-11

TEMPLATES FOR INVOICES AND STATEMENTS 4-12

 Fonts.....4-13

 This example.....4-13

CHAPTER 5 – PURCHASE ACCOUNTS.....5-1

INTRODUCTION..... 5-1

SUPPLIER ACCOUNTS..... 5-1

 Purchase Invoices.....5-2

 Updating.....5-5

 Pay/Allocate Purchase Invoices5-7

 Updating.....5-9

 Print Ledger5-9

 List suppliers.....5-9

REVERSE RECEIPTS/PAYMENTS 5-10

PRINT REMITTANCE ADVICE NOTES..... 5-11

DETAILED CONTENTS (CONTINUED)

CHAPTER 6 – FINANCIAL REPORTS.....	6-1
<i>INTRODUCTION.....</i>	6-1
<i>SALES LEDGER AND PURCHASE LEDGER.....</i>	6-1
<i>SALES AUDIT TRAIL AND PURCHASE AUDIT TRAIL.....</i>	6-2
<i>AGED DEBTORS AND AGED CREDITORS.....</i>	6-3
<i>STATEMENTS.....</i>	6-3
<i>CASHBOOK AUDIT TRAIL.....</i>	6-4
<i>JOURNAL AUDIT TRAIL.....</i>	6-4
<i>NOMINAL ANALYSIS BREAKDOWN.....</i>	6-5
Print Nominal Details.....	6-5
<i>TRIAL BALANCE.....</i>	6-6
Reversed Receipts/Payments.....	6-6
CHAPTER 7 – OTHER FINANCIAL FUNCTIONS.....	7-1
<i>INTRODUCTION.....</i>	7-1
<i>MISCELLANEOUS PAYMENTS/RECEIPTS.....</i>	7-1
<i>JOURNAL ENTRIES.....</i>	7-3
<i>ACCOUNTS PARAMETERS.....</i>	7-4
VAT Rates.....	7-4
Display Invoice/Receipt/Payment numbers.....	7-4
Delete Transactions at year end.....	7-4
Automatically Age Account Balances.....	7-5
Use Period ends.....	7-5
Default Bank Account.....	7-5
Statement comments.....	7-5
Top and Left margin.....	7-5
Display Treatment description on Invoices and Description text.....	Error!
Bookmark not defined.	
Print Invoice.....	7-5
Print Receipt.....	7-5
<i>PERIOD/YEAR END.....</i>	7-6
<i>FINANCE UTILITIES.....</i>	7-7
Recalculate customer balances.....	7-7
Recalculate supplier balances.....	7-7
Recalculate all analysis codes.....	7-7
Check nominal transactions.....	7-7

DETAILED CONTENTS (CONTINUED)

CHAPTER 8 – SET UP PATIENT DATA	8-1
<i>INTRODUCTION</i>	8-1
<i>MEDICAL HISTORY</i>	8-2
Medical conditions	8-2
Patient Medication	8-3
<i>POP-UP MENUS ON PATIENT RECORD SCREEN</i>	8-4
Podiatrists.....	8-4
GP Practices	8-4
Doctors	8-5
Source of Referrals	8-5
Clinics	8-5
Patient Categories	8-5
Occupation Types	8-5
<i>TITLES</i>	8-6
<i>TEMPLATE FOR PAGE 2 OF PATIENT RECORD</i>	8-7
Additions.....	8-7
Warning Validation.....	8-8
Use Same Line	8-8
Scroll.....	8-8
Setting up the Template	8-8
CHAPTER 9 – SET UP TREATMENT DATA	9-1
<i>INTRODUCTION</i>	9-1
<i>PATIENT TREATMENT</i>	9-2
Medicaments, Paddings and Strappings	9-2
Diagnosis.....	9-2
Treatment/Activity Types	9-3
Outcomes	9-4
Anatomical Locations	9-4
<i>TREATMENT FEES SCREEN</i>	9-5
Treatment/Stock Prices	9-5
Payment Types.....	9-6

DETAILED CONTENTS (CONTINUED)

<i>CLINICAL ASSESSMENT TEMPLATES</i>	9-6
Buttons and fields of template screen.....	9-7
Clinical Assessment Reference	9-7
Description	9-7
Include in Selection Lists Y/N	9-8
Two sets of Columns	9-8
No.	9-8
Style.....	9-8
Colour.....	9-8
Heading / Question	9-8
Validation	9-9
Add / Delete Line	9-9
Lock Template.....	9-9
Example of completed template	9-10
CHAPTER 10 – MISCELLANEOUS SETUP	10-1
<i>INTRODUCTION</i>	10-1
<i>USER PARAMETERS</i>	10-1
Page 1 – Patient, Appointment and General.....	10-2
Name and Address.....	10-2
Serial Number, Expiry Date and Version.....	10-2
Next Patient Record No.....	10-2
VAT.....	10-2
EXCEL Path and Filename	10-2
JPEG Folder	10-3
Backup/Zip Drive Path.....	10-3
Patient warning message	10-3
Refresh daily appointment diary	10-3
Diary colours	10-3
Page 2 –Treatment.....	10-4
Lock treatment and template records	10-4
Treatment prefixes.....	10-4
Fonts	10-4
<i>TEST/REPAIR DATA FILE</i>	10-5
Test Data File and Print Data Log.....	10-5
CHAPTER 11 – IMPORT/EXPORT	11-1
<i>INTRODUCTION</i>	11-1
<i>EXPORTING AND IMPORTING DATA</i>	11-1
Working on main computer while Data on Laptop.....	11-2
<i>IMPORT AUDIT TRAIL</i>	11-2
<i>APPOINTMENTS</i>	<i>ERROR! BOOKMARK NOT DEFINED.</i>

Contents of User Manual

CHAPTER 1 – INTRODUCTION

CHAPTER 2 – SETTING UP THE SYSTEM

CHAPTER 3 - THE PATIENT RECORD SCREEN

CHAPTER 4 – PATIENT TREATMENTS

CHAPTER 5 - THE APPOINTMENTS SYSTEM

CHAPTER 6 – ACCOUNTING SYSTEM

CHAPTER 7 – CORRESPONDENCE AND E-MAIL

CHAPTER 8 – GENERAL SET UP

CHAPTER 1 – INTRODUCTION

THE PODIATRY PRACTICE MANAGEMENT SYSTEM

The Podiatry Practice Management system (PPMS) has been designed to suit a range of podiatrists, starting with those who simply wish to record basic patient information such as name and address. However, for podiatrists who wish to enter more detailed information, or organise their correspondence and accounts, the system allows them to record a large amount of additional information and to manipulate it to produce reports and statistics.

THE MANUALS

We have prepared three manuals to support the system. These are:

- **Introductory Manual.** The Introductory Manual should be read in conjunction with the Example data, to develop an understanding of the main aspects of the system.
- **User Manual.** The User Manual describes all the basic features of the system, as well as explaining how to set the system up on your computer. It also describes how to create the basic reports and how to use the basic accounting features.
- **Advanced Manual (this manual).** The Advanced Manual describes how to create further reports from the information already entered and how to make more use of the accounting information held against each patient. It also explores the other options that are available on the system, such as how to define new treatment options, and how to connect to a laptop computer.

USING THE PPM SYSTEM

Use the Example data to investigate the main features of the system (referring to the Introductory Manual). Then create your own database for your own patients (see the User Manual).

Now you can continue by using the Reports menu of the system to:

- Generate standard reports
- Create appointment reports
- Print labels.

All of these are described in Chapter 2.

You can use the Financial menu of the system to:

- Define and organise an accounting system. See Chapter 3.
- Create sales accounts. See Chapter 4.
- Create purchase accounts. See Chapter 5.
- Create reports and audits. See Chapter 6
- Set up the parameters for your accounting system. See Chapter 7.

And finally, you can explore the advanced features of the system. These are:

- Creating your own lists for the pop-up menus of the Patient Record screen. See Chapter 8
- Creating your own lists for the treatment menus on the Detailed Treatment screen. See Chapter 9
- Using the Advance Setup menu to change the operation of the system. See Chapter 10
- Using the system on a laptop computer. See Chapter 11.

ORGANISATION OF MENUS

The menus are organised so that the key functions are presented in two menus, one for reports, and the other for accounting. The following tables list these menus and their contents. Other advanced features are mostly on the Setup and Advanced Set up menu which are on the Podiatry Main menu.

Reports menu

Many reports can be created and printed out from this menu.

Menu option	Function	Described in
Report Generator	Generate 6 types of report, and select search the criteria for each report	Advanced Manual, Chapter 2
Appointment Reports	Create appointment history for each patient and produce statistics of missed sessions	Advanced Manual, Chapter 2
Print Patient Labels	Print address labels for selected patients	Advanced Manual, Chapter 2

Financial Menu

This menu can be used to organise and use a detailed accounting system.

Menu option	Function	Described in
Sales Menu	Organise patients' invoices and accounts, and print reminders	Advanced Manual, Chapter 4
Purchase Menu	Organise accounts for suppliers and print advice notes	Advanced Manual, Chapter 5
Miscellaneous Payments/ Receipts	Record receipts or payments for transactions which are not invoiced	Advanced Manual, Chapter 7
Nominal Analysis Codes	List and edit the analysis codes for transactions and view monthly summaries	Advanced Manual, Chapter 3
Journal Entries	Transfer money between analysis codes	Advanced Manual, Chapter 7
Parameters	Enter details and rules of your accounting system, eg VAT rates	Advanced Manual, Chapter 7
Financial Reports	Generate ledgers, audit trails, statements and balances	Advanced Manual, Chapter 6
Period/Year End	Perform routine after year end to reset accounts for next year	Advanced Manual, Chapter 7
Finance Utilities	Recalculate balances, analysis codes and nominal transactions	Advanced Manual, Chapter 7

Other menus

The File menu is used to install and control the software of the Podiatry system, to back up data and to select a printer.

Menu option	Function	Described in
Login	Allows a different user to log in without closing down the system	User Manual Chapter 8
Change Password	Increases security by enabling a change of password	User Manual Chapter 8
Quick Backup	Copies the data to the C drive	User Manual Chapter 8
Backup Data	Copies the data to a defined drive (eg zip or CD)	User Manual Chapter 8
Restore Backup	Restores the backed up data (use with caution)	User Manual Chapter 8
Printer Setup	A standard pop-up screen for selecting a printer and defining its properties	Windows manual
Upgrade Software	Used to install and activate the full Podiatry system. Also used to reset accounts	User Manual Chapter 2 and Chapter 8
About Podiatry Practice Management	Gives the version number of the Podiatry software and states copyright	None
Exit	Closes the Podiatry software	None

The Edit menu is a standard Windows feature. It is only used for some advanced functions when the Podiatry system is used in conjunction with other Windows based software.

The Podiatry Main menu provides all the basic functions of the system.

Menu option	Function	Described in
Patient Record	The main Patient Record screen, used to enter patient information and to access many features of the system	User Manual Chapters 3 and 4
Appointments	Used to book and organise appointments for patients	User Manual Chapter 5
Daily Takings Report	Create a list of all financial transactions recorded on the system between selected dates	User Manual Chapter 6
Print Patient Recall Letters	Print any letters which have been created for recalling patients	User Manual Chapter 7
Setup Menu (with sub-menus)	Update lists of podiatrists and clinics and define user list Define the format of letters and send e-mail Amend others lists and parameters	User Manual Chapter 8 Chapter 7 Advanced Manual Chapters 8 to 10
Import/Export	Transfer of data to and from a laptop computer	Advanced Manual Chapter 11

CHAPTER 2 – GENERATING REPORTS

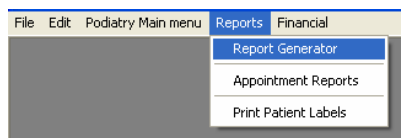
INTRODUCTION

This chapter explains how to generate reports using the Report Generator. It also describes the features of the appointment reports and how to print labels.

REPORT GENERATOR

This facility allows you to produce reports for specific groups of patients or contacts by specifying the contents of certain fields. This is called a search. The results of the search are provided in a report which can be printed or saved, and letters can be sent to matching patients. The results can also be transferred directly into an Excel spreadsheet or exported out of the system as text (ie ASCII format).

Start by selecting “Report Generator” on the Report menu.



This opens the screen below.

A screenshot of the 'Report Generator' search criteria screen. The form is divided into several sections:

- Search Code**: A text input field.
- Report Title**: A text input field.
- Report Type**: A dropdown menu with options 'L / P / PT / T / TT / PE / TE'. Below it, a legend reads: 'L=Letter, P=Patient List, PT=Patient Totals, T=Treatment List, TT=Treatment Totals, PE=Patient Export, TE=Treatment Export'.
- Use Small Font ?**: A checkbox.
- Remove Blank Lines and Headings**: A checkbox with '(PT & TT Only)' next to it.
- Letter Ref**: Two text input fields.
- Patient Selection**: A section with various filters:
 - Post Code**: A text input field.
 - Sex**: A checkbox.
 - Steroid Therapy Y/N**: A checkbox.
 - Disabled Y/N**: A checkbox.
 - At Risk Y/N**: A checkbox.
 - Referral Date between**: Two text input fields with 'And' between them.
 - First Treated between**: Two text input fields with 'And' between them.
 - Target Appointment Date between**: Two text input fields with 'And' between them.
 - Date of Birth between**: Two text input fields with 'And' between them.
 - Patients who have died between**: Two text input fields with 'And' between them, followed by 'OR' and a checkbox 'Select Only patients who are still alive'.
 - Patient Last Treated between**: Two text input fields with 'And' between them, followed by 'OR' and a checkbox 'Select Patients who have never been Treated'.
 - Next Appointment booked between**: Two text input fields with 'And' between them, followed by 'OR' and a checkbox 'Select Patients with no future Appointments'.
 - Last letter was sent between**: Two text input fields with 'And' between them, followed by 'OR' and a checkbox 'Select Patients who have had no letters sent'.
- Buttons**: A row of buttons at the bottom: 'Add', 'Edit', 'Find', 'Next', 'Back', 'Delete', 'Quit', 'OK', 'List', 'Print', 'SQL', '>Page>', and 'Cancel'.

To create a search click on the **Add** button and begin entering the search criteria by first entering a *Search Code*. If a *Search Code* is not entered, the 'Search' will be deleted after printing the report. Then enter a *Report Title*, followed by the type of report you wish to produce.

Types of report

Six types of reports can be produced:

- L Letter. Print out a letter to each patient which matches the selection.
- P Patient list. Although selections can be made on a mixture of both patient and treatment details, this option will only print one record per patient. If for instance you searched for all patients who had been treated between two dates, even if some of those patients had been treated twice, they would still only appear once on the report.
- PT Patient totals. This works in the same way as 'P', except the report will only count how many patients match the search without printing each individual patient.
- T Treatment list (contacts). This option will print one record for each contact that matches your selection instead of once per patient. A patient that had two contacts would get printed twice.
- TT Treatment totals. This works in the same way as 'T', except the report will only count how many contacts match the search without printing each individual contact.
- PE & TE Patient Export and Treatment Export. This will export the results into a file called REPORT.TXT. This data can then be transferred into other databases.

Searching records

The majority of the information stored against the patient record can be used as a search criterion for creating both simple and complex searches. For instance, the patient record includes details of patient clinical conditions, the next appointment date and the last face to face contact date. As an example, this facility could be used to select diabetic patients who have not been seen for a year, and do not have any future appointments. These can be printed to a report, or by selecting a 'Standard Letter', you can print letters reminding the patients that they are due for another treatment. Although this would normally be done using the Patient Recall system.

Alternatively you could select patients who have received treatment within a selected date range and who are being treated as part of an employers contract. Once you have made your selection the system then allows you to select what information you want printed on the report. In this example you may decide to print the patient's name, address, date of birth and date of treatment.

Example

Page 1 of Report Generator

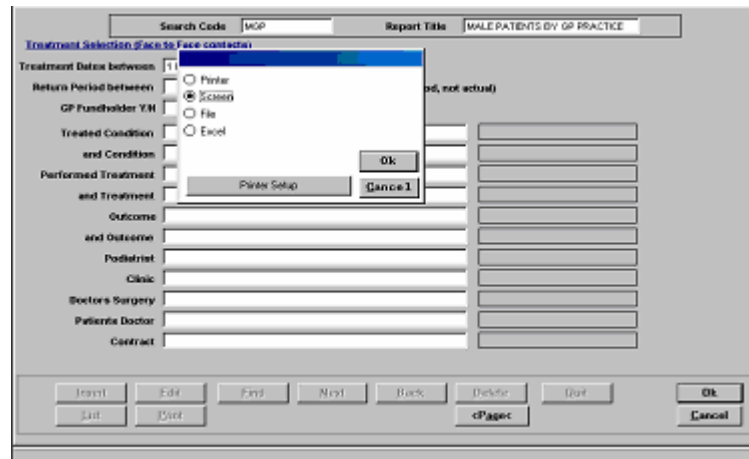
Page 2 of Report Generator

Pages one and two allow you to specify search parameters on patient details.

Page 3 of Report Generator

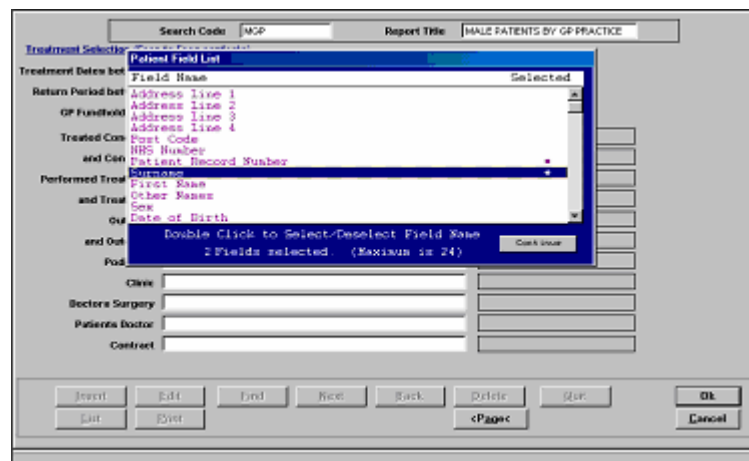
Page three then allows treatment parameters to be entered. In the above example the computer will search for patients who are male (Page 1), are diabetic (page 2) and have been treated between 1 May 1999 and 31 May 1999. The *Report Type* (underneath the search code) has also specified that it is a treatment report, therefore one record will be printed for each contact (treatment).

When you have finished entering the selection, click on **OK** and an output selection screen will be displayed.



This differs slightly from the standard output box because there is an extra option to print the report into a Windows Excel spreadsheet. The path of the spreadsheet programme (i.e. EXCEL.EXE) must already be defined on the User Parameter screen. See Page 10-2 for more details.

Select the output and click on the **OK** button.



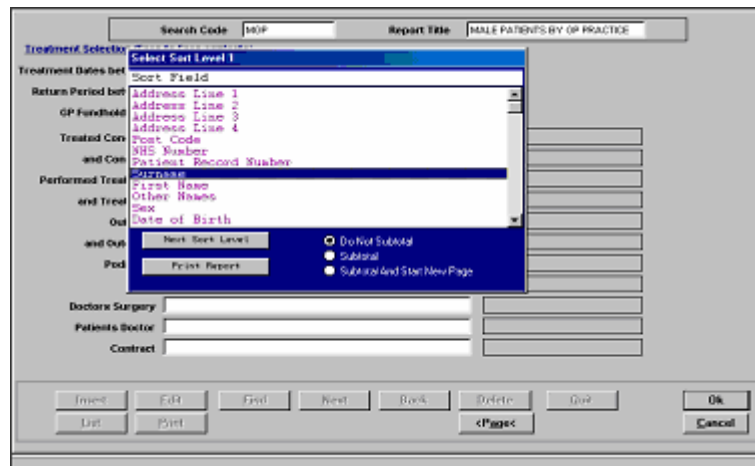
Unless you have chosen to print letters to each patient, the next stage is to select the fields you wish to be displayed on the report. Most of the fields from the Patient Record and treatment screens can be selected including descriptions from associated pop-up menus. For instance, you could select to print the *Patient Record Number*, *Surname*, *Date of Birth*, *Source of Referral* code, and the *Referral* description. Your

PPMS ADVANCED MANUAL

selection is however limited to 24 fields. Also if you need to show lookup table descriptions or names instead of Reference codes, you are limited to one per group. For instance the patient record lets you have up to two categories per patient. You can only select the category description for one of those 2 categories. The same applies to GP and practice names. However there is nothing preventing you from selecting the referral description, a GP name, and occupation because they are all different groups.

To select a field, simply double click on the line displaying that field name. When you have finished, click on the *Continue* button.

Sorting



The system allows you to select up to 5 levels of sorting and then allows you to view the search details you have entered before printing the report.

To select a sort level, click on the field you want to sort by and then either click on the ***Next Sort Level*** button, or if you have finished selecting sort levels click on the ***Print Report*** button.

Say, on the previous screen, you had selected the fields, *Record Number*, *Surname*, *Date of Birth*, and *Treatment Date*. Now you could choose to sort the report by *Surname*, and then by *Date of Birth* (ie click on *Surname*, ***Next Sort Level***, *Date of Birth* and then ***Print Report***) the result would look like something this...

<u>Record Number</u>	<u>Surname</u>	<u>Date of Birth</u>	<u>Treatment Date</u>
00012	Anderson	12 JAN 34	3 MAY 99
00233	Booth	23 JUL 45	7 MAY 99
00455	Booth	1 SEP 56	23 MAY 99
04654	Denton	4 DEC 45	9 MAY 99

Total Records printed 4.			

The four records are in surname order and then where two surnames are the same; they are printed in order of date of birth.

Creating subtotals

As well as just selecting the order in which you want the report printed you can also specify where the report should be totalled. Clicking on the field *Subtotal* or *Subtotal*

And Start New Page on the sort screen, next to the grey buttons on the sort screen does this.

Taking the previous example where the report was sorted by surname, and then date of birth, the surname could have been selected with the subtotal option. In this example the report would now look similar to this...

Surname Anderson			
Record Number	Surname	Date of Birth	Treatment Date
00012	Anderson	12 JAN 34	3 MAY 99
Total for Surname Anderson = 1			
Surname Booth			
Record Number	Surname	Date of Birth	Treatment Date
00233	Booth	23 JUL 45	7 MAY 99
00455	Booth	1 SEP 56	23 MAY 99
Total for Surname Booth = 2			
Surname Denton			
Record Number	Surname	Date of Birth	Treatment Date
04654	Denton	4 DEC 45	9 MAY 99
Total for Surname Denton = 1			
=====			
Total Records printed 4.			

You would not normally subtotal by surname but by GP, referral, or treatment date.

When you click on the **Print Report** button, the system searches through the data files for your selection and then begins printing.

Wildcards for searching

When setting up searches it is sometimes necessary to search on part of a value or to use OR and AND within your search. For instance on page two of the Report Generator you can specify a source of referral. If you specify the referral as being...

SELF

...the system will display the description for that code on the right hand side of the screen.

You may however wish to search on patients who were either self-referred or GP referred. This could be entered as follows...

SELF,GP

(Assuming GP is your reference for a GP referral)

Where there is the comma character ',' it means OR. In this example we have asked for all patients who were either SELF-referred **OR** GP referred.

You can also use the keyword BLANK meaning show all the records that do not have a value in that field. So entering....

BLANK

.. in the GP code on page 2, would select all patients who currently do not have a GP entered on their record card.

In the source of referral example you could enter...

SELF,GP,BLANK

...this would specify that the referral would have to be SELF OR GP OR No referral had been entered.

You can also search on the first part of a code by using .. at the end of your search value. You could wish to search on part of a postcode. i.e.

NE46..

...would select people with postcodes that begin with NE46.

Another example could be with clinical conditions. If you have entered several forms of diabetes on the system but coded them to start with the same value then you could search on....

DI/..

...to select all *DI/ID* (Insulin Diabetics) and *DI/NID* (Non Insulin Diabetics).

<, >, and <> can be used to represent *Less than*, *Greater than* and *Not equal to*.

Using the source of Referral example again you enter...

<>SELF

...thus selecting patients who were not self referred.

Take care not to use double negatives within your search parameters. If you were to enter....

<>SELF, <>GP

... this will have no effect at all. You would have specified

(NOT Self Referred) OR (NOT GP Referred.)

These would cancel each other out because the SELF-referred patients would get excluded from the first part of the statement but then get re-included in the second part because SELF is not GP.

Although its use is probably limited you can also specify < and >.

Depending on how you have you coded your records you may find it useful to search on...

>S

This includes any value (within that field) which starts with T, U, V, W, X, Y or Z.

You cannot however use ...

>=S

(Meaning Greater than or Equal to S. i.e., S, T, U, V, W, X, Y, Z), since equal signs are not valid. To do this you would need to enter...

S..,>S

Start with S or Greater than S. Or you could put...

>R

Note that the above functions can be entered in all the fields on the Report Generator except date fields and number fields. You are however limited to 10 examples per field provided there is enough room to specify all your parameters within the (usually) 40 characters provided.

So on the GPs you could enter...

G01,G02,G03,G04,G05,G06,G07,G08,G09,G10

It would not allow for **G11** as well.

The functions .. < > cannot be used in the Drugs, Treatments and Location lines.

GPs, Practices and Referrals

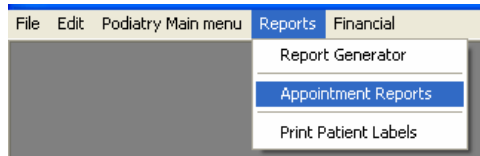
It is possible to specify a GP code, practice code and referral on both pages 2 and pages 3 of the Report Generator. This is because entries on page 1 and 2 are for selecting patients who have that information recorded now on their Patient Record.

Details entered on page 3 of the Report Generator are searching on information which was current when the contact was recorded. It is possible that a patient may be registered with one GP two months ago when you treated the patient, but has now a different GP when you treat the patient this time. To select patients who have a GP now would be entered on page 2 of the Report Generator, to select patients who were with a GP at the time of contact, would be entered on page 3.

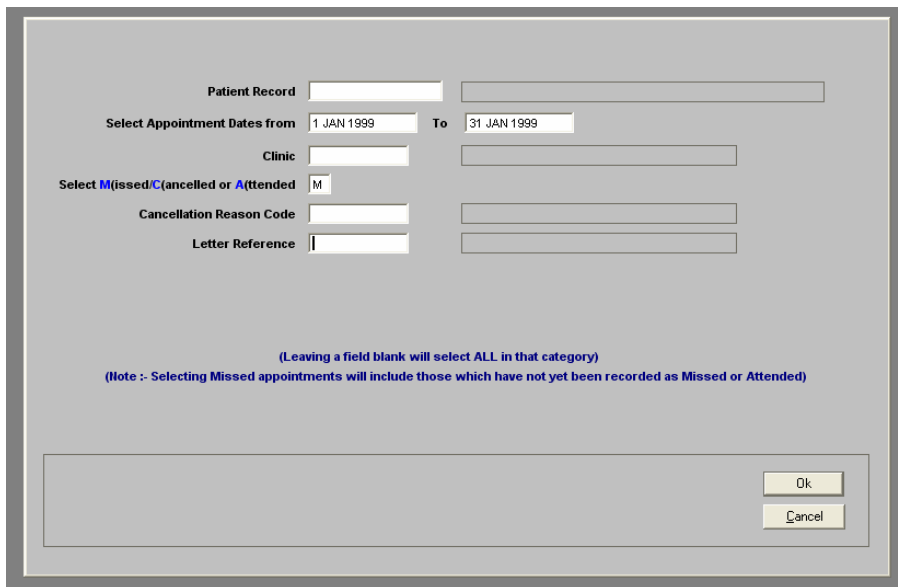
Unless you always use page 2 to specify your GP, practice and referral (which will be 99% accurate), you will need to ensure that all the relevant details about GPs are entered on the Patient Record before you start recording contacts. Otherwise those contacts will be recorded with a blank GP code and will not appear in reports where page 3 has been used to specify the GP.

APPOINTMENT REPORTS

This facility allows you to print an appointment history for an individual patient, and to produce statistics, perhaps to show the number of missed appointments between two dates. Select “Appointment Reports” on the Reports menu.



This opens a new screen as below.

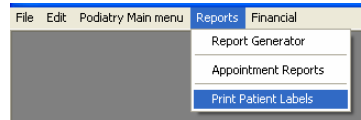
A screenshot of a search form for appointment reports. The form has several input fields: 'Patient Record' (two empty text boxes), 'Select Appointment Dates from' (1 JAN 1999) and 'To' (31 JAN 1999), 'Clinic' (two empty text boxes), 'Select M(issed/C(ancelled or A(ttended)' (M), 'Cancellation Reason Code' (two empty text boxes), and 'Letter Reference' (two empty text boxes). Below the fields is a note: '(Leaving a field blank will select ALL in that category)' and '(Note : Selecting Missed appointments will include those which have not yet been recorded as Missed or Attended)'. At the bottom right are 'Ok' and 'Cancel' buttons.

As in most of the reporting facilities you can specify which details to search. In the above example the report will show the number of missed appointments between 1 JAN 1999 and 31 JAN 1999. If you enter a *Clinic* code the search would then only show missed appointments for that specific clinic between those dates.

You can enter a reference for a standard letter in the Letter Reference field (type ? and TAB to open a pop-up list and double click on your choice). This letter will be created for each patient who fits your search criteria. Therefore, this could be used to send letters (or bills) to patients who do not attend their appointments.

PRINT PATIENT LABELS

This report enables you to print labels for particular patients. Select “Print Patient Labels” on the Reports menu.



This opens a new screen as below, listing all patients.

Surname	First Name	Address	Referral Date	Last Treated	Targett App	Next Ap
<input type="checkbox"/>	Jobling	Andrew	4 GREYSTONE PARK	7 FEB 2000	9 MAR 2000	
<input type="checkbox"/>	Oreen	Malcolm	45 SMITH STREET	7 FEB 2000	15 FEB 2000	
<input type="checkbox"/>	Foster	Carole	67 DENTON ROAD	7 FEB 2000	18 FEB 2000	15 FEB 2000
<input type="checkbox"/>	Upton	David	45 BAMPON AVENUE	7 FEB 2000	18 FEB 2000	
<input type="checkbox"/>	Rooney	Steven	8 CARSHALTON ROAD	7 FEB 2000	2 JAN 2000	
<input type="checkbox"/>	Douglas	Fiona	34 POLICE DRIVE	7 FEB 2000		
<input type="checkbox"/>	Jake	Billy	45 FLORENCE TERRACE	7 FEB 2000	1 FEB 2000	
<input type="checkbox"/>	Blank	Peter	27 CLEVELEYS AVENUE	7 FEB 2000	15 FEB 2000	
<input type="checkbox"/>	Bob	B	56 BOBBY STREET	7 FEB 2000		
<input type="checkbox"/>	Haddock	Tony	8 CONE WALK	7 FEB 2000		
<input type="checkbox"/>	Tyson	Girly	23 BOXING ROAD	7 FEB 2000		
<input type="checkbox"/>	Oreen	Paul	17 HIGH STREET	16 FEB 2000		
<input type="checkbox"/>	Peters	Pauline	57 HEINZ STREET	16 FEB 2000		1 MAR 2000

0 Patients Selected out of 13

First click on the button at the top of the column whose information you wish to use to select a group of patients who need labels. This sorts the list by the information in that column. All the patients in that group who need labels should now be together.

Click on the patient nearest the top of the list who needs a label, and then whilst holding down the shift key click on the patient lowest down in the list who needs a label. These two patients and all in between are now highlighted. Usually this is all you need to do to indicate the patients, but you can remove a patient from the selection by holding down the control key and clicking on the appropriate patient(s). Now click on **Select Highlighted Patients** this marks the highlighted patients for a label. If you have another group of patients who need labels now repeat the process from the beginning.

To print the labels, click on the **Print Labels** button. This will give you a selection box to select the label format. Double click on the appropriate one and away you go.

CHAPTER 3 – FINANCIAL ACCOUNTS (GENERAL)

INTRODUCTION

This chapter explains the functions available using the Financial menu. See also Chapter 4 (sales accounts), Chapter 5 (purchase accounts), Chapter 6 (financial reports) and Chapter 7 (setting up the financial aspects of the system).

The accounting functions of the Podiatry system provide a means of recording all sales and purchase invoices on the computer. Facilities are included on the patient treatment screens for creating invoices and payments for patients.

Facilities are also available for cashbook transactions used for the payment of expenses, wages, petty cash and other non-invoiced items. All invoices and cashbook transactions are linked to analysis codes which allows for a full breakdown of costs backed up by a nominal ledger.

Various reports have been included such as sales and purchase audit trails. A cashbook audit trail has also been included with the option of calculating the bank balance at the beginning of the report, thus allowing you to cross check computer balances with your bank statements. Other reports include aged debtors/creditors, nominal analysis breakdown and a trial balance.

Sales transactions update analysis codes with negative values, while purchase transactions update the codes with positive values. There are 3 types of analysis code, I, C and B:

I	Trading analysis codes used on invoices and cashbook transactions
C	Control analysis codes
B	Bank accounts, credit cards and petty cash.

The control analysis codes include:

1100	Sales debtors control. (Total owed to you)
2100	Purchase creditors control. (Total you owe)
2200	Sales tax control (VAT)
2201	Purchase tax control (VAT)

Bank account analysis codes include:

1200	Bank current account
1210	Bank deposit account
1220	Building society account
1230	Petty cash
1240	Company credit card

Whenever you do an invoice, purchase or cashbook transaction it is always the trading analysis code that you specify. The control codes are updated automatically by the system. Because it is a double entry system the total of all analysis codes added together should always come to zero.

Other Fields

Include in List Selection

The *Include in List Selection* field on the screen is an option to prevent analysis codes that are no longer in use being included in the help lists when entering invoices. Like all the screens within the system, if you do not know the analysis code when entering an invoice, you can enter a '?' followed by TAB and the system will give you a list of all the codes which you can use. Only those that are set to YES will appear in the list.

This years Budget £

This column of 12 fields allows you to enter your expected sales or purchases each month for that type of analysis code.

Last years Budget £ and Balances £

After each year end, your last year's totals are moved into these columns.

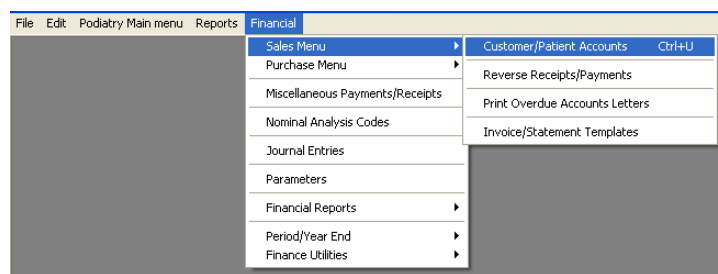
CHAPTER 4 – SALES ACCOUNTS

INTRODUCTION

This chapter details how to set up and control accounts for sales.

CUSTOMER/PATIENT ACCOUNTS

To create accounts for patients or customers, select “Sales Menu” then “Customer/Patient Accounts” on the Financial menu.



This opens the customer account screen below. Clicking on the *Account Card* button on the Patient Record screen has the same effect.

The screenshot displays the 'Customer Account' screen. It features several input fields for customer information: 'Customer Code', 'Surname', 'Name', 'Address' (multiple lines), 'Telephone', 'Fax', and 'Contact'. On the right side, there are fields for 'Current Month', 'Current Month -1', 'Current Month -2', 'Current Month -3', 'Unallocated', 'Balance', and 'Turnover'. A 'Patient Record Card' button is located near the turnover field. Below these fields is a 'Sales Ledger' table with the following columns: Ref, Date, Type, Description, Net £, VAT £, Total £, and Balance £. At the bottom of the screen, there are two rows of buttons: the first row includes 'Add Customer', 'Edit', 'Find', 'Next', 'Back', 'Delete', 'Quit', and 'Ok'; the second row includes 'Sales Invoice', 'Receive Payment', 'Reprint Invoice', 'Print Ledger', 'List Customers', 'O/B', and 'Cancel'.

The customer account screen includes details such as unique *Customer Code*, *Name* and *Address*.

On the right of the screen are boxes giving account balances for:

Current £	Total unpaid invoices for this month.
Current -1 £	Total unpaid for last month.
Current -2 £	Total unpaid for two months ago.
Current -3 £	Total unpaid for three months or longer.
Unallocated £	Total paid but not yet allocated against invoices.
Balance £	(Current + Current -1 + Current -2 + Current -3) - Unall
Turnover £	Total sold excluding VAT.

Miscellaneous customers such as Health Insurance companies etc. must be entered into the system before sales invoices can be created. However a customer record for a patient is automatically inserted when the Patient Record is created. This is because the treatments screen (from the Patient Record screen) has facilities to invoice patients when they are treated.

The customer code for patients is calculated as a concatenation of 'PAT' and the Patient Record Number. i.e.

PAT00001

Customer details for patients cannot be edited on this screen. Changes in address details should be made on the Patient Record screen. This will automatically update the details on the customer account screen.

Sales Invoices

The Sales Invoice button on the customer account screen allows you to enter any miscellaneous sales invoices for contract purchasers, or for the sale of any items or services.

The details entered include the customer code, the date of the invoice, the transaction type, your invoice number (if you are running the system in parallel with a manual accounting system), your order number and the default VAT rate. The system allows for six VAT rates.

- 0 Zero rated items.
- 1 The standard rate of VAT @ 17.5%
- 2 - 5 Spare rates.

Most of the transactions will be invoices. However if you invoice somebody for the wrong amount you can enter a CREDIT transaction. The credit can then be allocated to cancel out the original invoice using the **Receive Payments** button option described on Page 4-6.

When you enter the invoice date you will see that the system calculates the accounting period (1 - 12) to which the invoice will be allocated.

Where patients are concerned, this facility would normally only be used to CREDIT patients who have been invoiced incorrectly. Sales Invoices for patient treatments are best created using the **Fees** button on the treatments screen as described in Chapter 6 of the User Manual.

When you have entered the basic header details, tab down to the rectangle on the bottom half of the screen.

Analysis Code	Item Description	VAT No	Net €	VAT €	Total €
		0	0.00	0.00	0.00
Totals					
Analysis Code Description					

This part of the screen lets you enter the details or the individual lines of that invoice. There is no limit to how many items can be placed on an invoice and each line can be allocated to a separate analysis code and have a different VAT rate.

Begin by entering the Analysis code to which you want the item to be allocated. For instance if you are to invoice a GP then it is likely that a specific Analysis code will have been set up accommodate those invoices. If it does not have a specific analysis code, use the standard 4100 code. If you do not know the analysis code simply enter a '?' and press TAB and a list will be displayed from which to select your code by double clicking on it.

Analysis Code	Rem Description	VAT No	Net £	VAT £	Total £
4160	First invoice for 12 month contract	0	10000.00	0.00	10000.00
		0	0.00	0.00	0.00
Totals			10000.00		10000.00

Analysis Code Description: PCG contract

For example enter the analysis code 4160 and press TAB. The description of the analysis code will be displayed at the bottom of the screen. You can now enter comments, the VAT rate (which defaults to the 'Default VAT No' entered) and the Net Price of the item. The system automatically calculates the VAT based upon the VAT rate selected. Since most podiatrists are not VAT registered, this defaults to 0.

When you have finished, click on the **OK** button (or press RETURN), select either invoice or credit note by double clicking, and the computer will process and print the invoice. (If the cursor is in the *Comments* field, you have to use the **OK** button; RETURN will add a line to the comments section and not process the invoice.)

The system returns to the customer account screen.

Updating

The system automatically updates your data in several areas. The first part of the process is to update the Analysis codes with their new values. This can be seen by selecting “Nominal Analysis Codes” from the Financial menu, clicking on the *Find* button, then entering 4160 in the *Analysis Code* field.

You can see that the analysis code used for PCG Contract has been updated by £-10000. (In this example it is the first invoice entered to that analysis code). The £10000 is the net value of the invoice and has been put in period 3.

The other analysis codes which will have been updated include the 1100: Debtors control account with the total value of £-10000.

The invoice was entered with VAT rate 0, as VAT is not normally charged for treatments. If you are VAT registered and had used VAT rate 1 (17.5%), then the Debtors control would have been updated with £11750 and 2200: Sales VAT with £-1750.

The second part of the updating process amends the details on the customer account screen.

Ref	Date	Type	Description	Net £	VAT £	Total £	Balance £
2	22 OCT 2004	Invoice	Invoice	10000.00		10000.00	10000.00

The values now show that you are owed £10000.

The *Print Ledger* button will show the breakdown of those values.

Screen report
Sales Ledger - Printed 15 MAR 2000 at 11:15 Page 1

Customer : PCG01 CREWE MEDICAL CENTRE

Type	Date	Ref No.	Net £	VAT £	Total £	Balance £
INV	15 MAR 2000	1	10000.00		10000.00	10000.00
Balance for CREWE MEDICAL CENTRE £						10000.00
TOTAL BALANCE £						10000.00

Receive/Allocate Payments for Sales Invoices

You can receive and allocate payments for sales invoices using the *Receive Payment* button on the customer account screen.

Sales Invoice No. (Optional)
Customer Code PCG01
Date 16 APR 2000 Period 4
Receipt Amount £ 5000.00
Payment Type CHQ CHEQUE
Payment Ref
Print a Receipt ? YES
Allocate Receipt Y/N YES
Bank Account 1200 Bank Current Account

CREWE MEDICAL CENTRE
23 GREEN STREET
CREWE
Balance £ 10000.00

ALLOCATION

RECEIPTS / CREDITS					INVOICES				
Ref	Type	Date	Total £	Balance £	Ref	Type	Date	Total £	Balance £

Allocate £

OK
Cancel

The receipts and allocation of sales invoices is split into two parts. The first part of the process is to enter the customer and payment (receipt) details. When a payment is entered, it must be allocated to the correct invoice. However, if the payment is for just one invoice it is quicker to highlight the invoice first before clicking on the *Receive Payment* button. TAB down and enter the date of payment, the amount, payment type and optionally tell the system which bank account it will be paid into. A receipt can also be printed if required.

Sales Invoice No. (Optional) CREVE MEDICAL CENTRE
 Customer Code PCG01 23 GREEN STREET
 Date 16 APR 2000 Period 4 CREVE
 Receipt Amount £ 5000.00 Balance £ 10000.00
 Payment Type CHQ CHEQUE
 Payment Ref
 Print a Receipt ? YES
 Allocate Receipt Y/N YES
 Bank Account 1200 Bank Current Account

ALLOCATION

RECEIPTS / CREDITS					INVOICES				
Ref	Type	Date	Total £	Balance £	Ref	Type	Date	Total £	Balance £

Allocate £

Ok
Cancel

If you leave the *Allocate Receipt Y/N* field as YES after entering the amount to be paid and you hadn't already selected the invoice which was being paid, the system will move onto the second half of the process and allow you to allocate the payment (and any other non-allocated payments) to the invoice it represents.

Sales Invoice No. (Optional) CREVE MEDICAL CENTRE
 Customer Code PCG01 23 GREEN STREET
 Date 16 APR 2000 Period 4 CREVE
 Receipt Amount £ 5000.00 Balance £ 5000.00
 Payment Type CHQ CHEQUE
 Payment Ref
 Print a Receipt ? YES
 Allocate Receipt Y/N YES
 Bank Account 1200 Bank Current Account

ALLOCATION

RECEIPTS / CREDITS					INVOICES				
Ref	Type	Date	Total £	Balance £	Ref	Type	Date	Total £	Balance £
1	REC	16 APR 2000	5000.00	5000.00	1	INV	15 MAR 2000	10000.00	10000.00

Allocate £ 5000.00

Ok
Finish

After clicking on **OK** the system loads a list of all unallocated receipts (payments) and outstanding invoices. In this example there is only the receipt which has just been entered and the invoice entered earlier on the sales invoice section. To make an allocation, click on the receipt (or credit) on the left side of the box and the invoice on the right hand box. An allocation value at the bottom of the screen will calculate to the smaller of two values, which in this case is £5000.

Click on the **OK** button again and the amount will be deducted from both sides.

When you have finished allocating the invoices and receipts, click on the **Finish** button. The system will return to the customer account screen. Payments received but not allocated still reduce the balance on the customer record but increase the amount in the unallocated fields. This balance will be removed when the invoice has been allocated to the appropriate invoice.

If you wish to allocate some previously entered receipt or if you have a sales CREDIT to allocate to an invoice, then enter the customer code as normal but do not enter a receipt value. Click on the **OK** button and the system will skip straight to the allocation process.

Updating

The system automatically updates your data in several areas. When a receipt is entered, the system reduces the amount owed on the customer account screen by the amount entered and the amount is placed into the *Unallocated* field on the screen.

The code 1100: Debtors control analysis is decreased by £5000, and code 1200: Bank account analysis is increased by the same value.

When you allocate the receipt, the balance on the invoice is decreased by whatever has been paid and the *Unallocated* field on the customer account screen is also decreased.

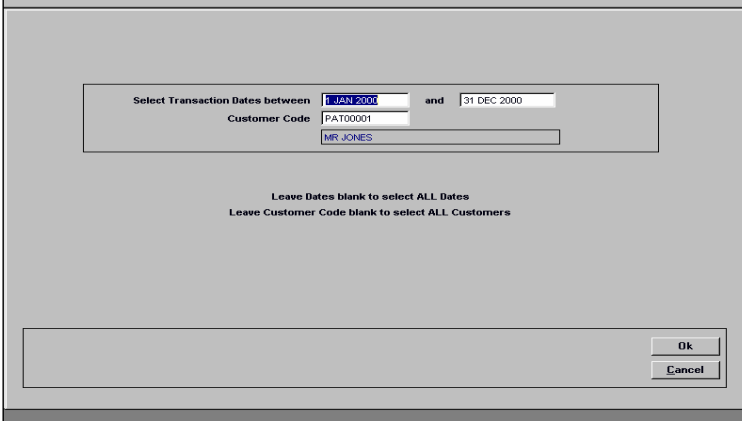
Reprint Miscellaneous Invoices, Treatment Invoices and Receipts

The **Reprint Invoice** button on the customer account screen is used to reprint sales invoices, treatment invoices and receipts.

Click on the required invoice to select it, then click on the **Reprint Invoice** button.

Print Ledger

The *Print Ledger* button on the customer account screen prints a report within your selected date range showing all the sales invoices/credits and payments (receipts) relating to that customer.



The screenshot shows a dialog box titled "Print Ledger" with the following fields and text:

- "Select Transaction Dates between" followed by a date field containing "1 JAN 2000" and "and" followed by a date field containing "31 DEC 2000".
- "Customer Code" followed by a text field containing "PAT00001".
- A text field containing "MR JONES".
- Below the fields, the text reads: "Leave Dates blank to select ALL Dates" and "Leave Customer Code blank to select ALL Customers".
- At the bottom right, there are two buttons: "Ok" and "Cancel".

List Customers

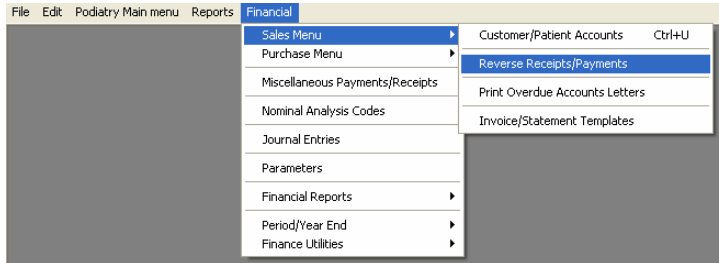
The *List Customers* button on the customer account screen produces a list of all your customers, with their customer reference number and address.

O/B

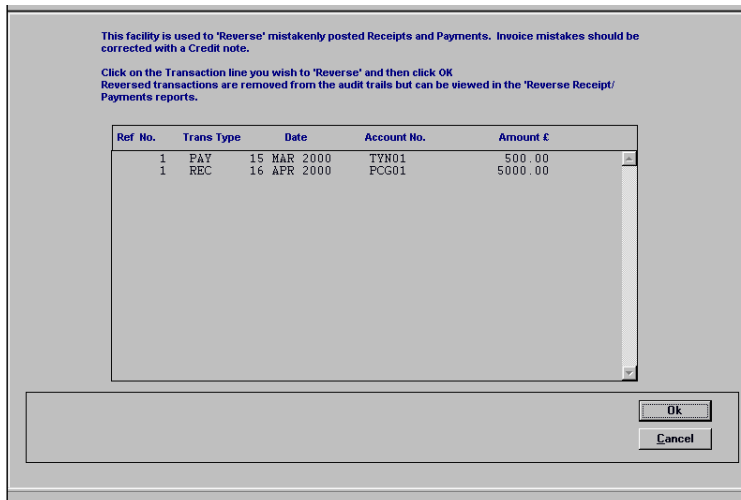
This button can be used to setup an opening balance for a customer when you first start using the PPMS system.

REVERSE RECEIPTS/PAYMENTS

This facility is available from both the “Sales” and “Purchase” menus and can be used to ‘undo’ any payments or receipts entered by mistake.



Take care when using this facility that you delete the correct transaction. Make sure that you are selecting the correct reference number and the correct transaction type.

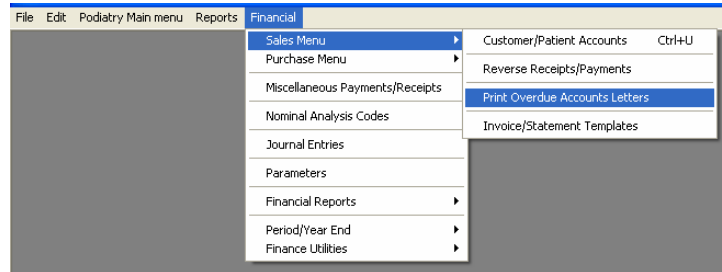


Click on the transaction to be removed and then click on **OK**.

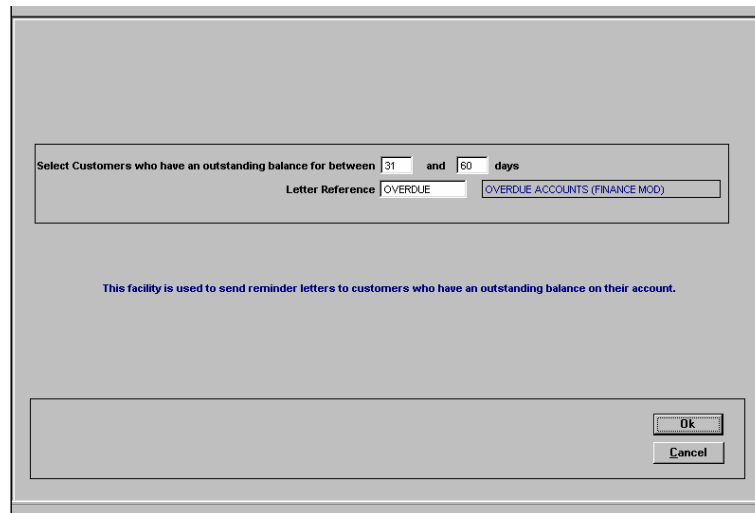
If you are reversing a payment made through the **Invoice** button on the treatment fees screen, this facility will automatically reduce the amount paid to zero on the treatment record. If you want to put through another payment for that invoice you will need to use the Receive Payments button on the customer account screen to receive the correct amount.

PRINT OVERDUE ACCOUNT LETTERS

To print a standard letter to customers whose accounts are overdue, select “Sales Menu” then “Print Overdue Account Letters” on the Financial menu.



In this example a letter will be sent to customers whose account has an outstanding balance for between 31 and 60 days. You could then re-run the selection for outstanding balances between 61 and 90 days to send a different letter to those customers.



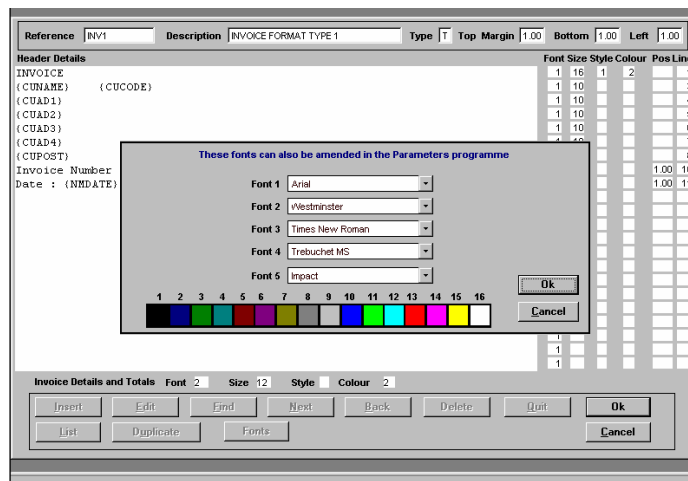
See Chapter 7 of the User Manual for details of how to create letters which can be selected here.

Fields are plotted in the same way as in the Standard letters facility (see Chapter 7 of the User Manual) and are enclosed within { } brackets. A list of valid fields and styles is given at the end of Chapter 7 in the User Manual. However, additional fields include:

CUCODE	Account number
CUNAME	Customer's name (usually the patient's name)
CUAD1 – CUAD5	Address lines 1 to 5
CUPOST	Post code
AHREF	Invoice Number
AHDATE	Invoice date
AHORDER	Order number for miscellaneous invoices
#D	Today's date
#T	Time

Fonts

When you click on the **Fonts** button on the invoice templates screen, the system allows you to select up to 5 fonts from your Windows font directory to be used within the Podiatry system.



Once you have selected your 5 fonts you can refer to them in the font section of the invoice using numbers between 1 and 5.

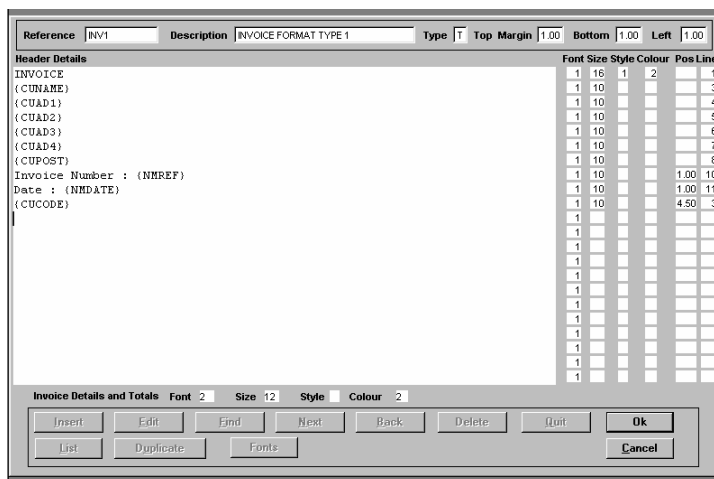
This example

The above example is a treatment invoice. The first line contains the INVOICE title which will be displayed in Arial (font 1). The size of the font is 16 with the style being 1 (bold), colour 2 (blue) and the position 0. The position may vary from printer to printer but should refer to the number of centimetres from the left hand margin. The line number is 1.

The second part of the header will display the account number and the customer's or patient's name ({CUNAME} and {CUCODE}). Again, the font is Arial but with a smaller font size. The style and colour have been left blank which will print out as plain text in black. The line number has been set to 3, even though this is the second line. This has been set to 3 partly because we want a gap between the INVOICE title and the customer name, but also because the title is in a larger font. If the line number had been set to 2 it would probably have been overlapped by the larger INVOICE title which is being displayed in font size 16.

The next 5 lines will display the customer's address. This is followed by the invoice number and date which have again been dropped a further 2 lines but have also been indented 1 cm from the left margin.

If we look again at the second line of the header where {CUNAME} and {CUCODE} have plotted you will notice that there are several spaces between the two fields. This is to provide a reasonable gap between the two. However, the position of {CUCODE} will vary between invoices because the customer name is bound to vary in length. In this example it doesn't really matter, however if you wanted {CUCODE} to be in a fixed position you could amend the format in the following way:



CUCODE has been moved to the line below invoice date. It doesn't matter where on the template it is displayed because the position of CUCODE has been set to line 3 (same line as CUNAME) at 4.5 cm from the left hand margin. It now doesn't matter how long the customer name is as the account code will always start at position 4.5.

You can set up as many different invoice and statement formats as you require. When you print an invoice, a selection box will appear first allowing you to choose which template you want to use. The best way to test your templates is by using the **Reprint Invoice** button on the customer account screen and selecting your new format.

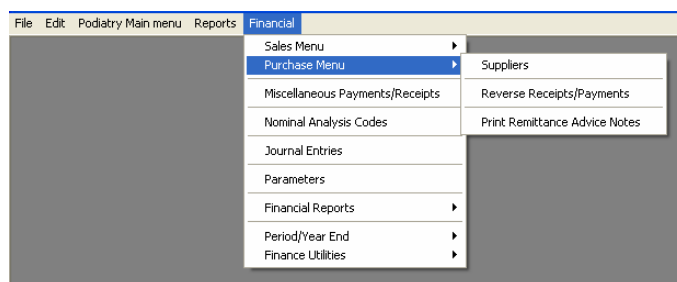
CHAPTER 5 – PURCHASE ACCOUNTS

INTRODUCTION

This chapter details how to set up and control accounts for suppliers.

SUPPLIER ACCOUNTS

To create accounts for suppliers, select “Purchase Menu” then “Suppliers” on the Financial menu.



This opens the supplier account screen below.

The screenshot shows the 'Supplier Account' screen for supplier TYN01. The details are as follows:

- Supplier Code:** TYN01
- Name:** Tynedale Computer Systems
- Address:** Unit G7, Scope House, Weston Road, Crewe
- Telephone:** CW1 4RR
- Default VAT No.:** 1
- Default Nominal Analysis Code:** 5002 (Miscellaneous Purchases)
- Financial Summary:**
 - Current Month £: 0.00
 - Current Month -1 £: 0.00
 - Current Month -2 £: 0.00
 - Current Month -3 £: 0.00
 - Unallocated £: 0.00
 - Balance £: 0.00
 - Turnover £: 0.00

Below the details is a 'Purchase Ledger' table with columns: Ref, Date, Type, Description, Net £, VAT £, Total £, and Balance £. The table is currently empty.

At the bottom of the screen are several control buttons: Add Supplier, Edit, Find, Next, Back, Delete, Quit, Ok, Purchase Invoice, Pay Invoice, Print Ledger, List Suppliers, O/B, and Cancel.

The supplier account screen includes details such as a unique *Supplier Code*, *Name* and an *Address*.

On the right of the screen are boxes detailing turnover and the amount currently owed to the supplier:

Current £	Total unpaid Invoices for this month.
Current -1 £	Total unpaid for last month.
Current -2 £	Total unpaid for two months ago.
Current -3 £	Total unpaid for three months or longer.
Unallocated £	Total paid but not yet allocated against Invoices.
Balance £	(Current + Current -1 + Current -2 + Current -3) – Unall
Turnover £	Total purchased excluding VAT.

Since most suppliers will supply the same type of goods, the system allows you to allocate a default analysis code to each supplier. This speeds up the entry of invoices because it removes the need to select the appropriate analysis code each time.

Suppliers must be entered into the system before purchase invoices can be created.

Purchase Invoices

The **Purchase Invoice** button on the supplier account screen allows you to enter purchase invoices sent by the supplier to your practice.

The screenshot shows a software interface for entering purchase invoices. It features several input fields at the top: 'Supplier Code', 'Date' (set to 15 MAR 2000), 'Period', 'Transaction Type' (set to INV), 'Suppliers Inv No.', 'Order Number', and 'Default VAT No.' (set to 1). To the right of these fields is a vertical stack of empty boxes. Below the input fields is a table with the following columns: 'Analysis Code', 'Item Description', 'VAT No', 'Net £', 'VAT £', and 'Total £'. The table is currently empty. At the bottom of the table area, there are 'Totals' fields for 'Net £', 'VAT £', and 'Total £'. Below the table is a field for 'Analysis Code Description'. At the bottom right of the form are 'Ok' and 'Cancel' buttons.

The details entered include the *Supplier Code*, the *Date* of the invoice, the *Transaction Type*, *Suppliers Invoice Number*, your *Order Number* and the default VAT rate. The system allows for six VAT rates.

0	Zero rated items.
1	The standard rate of VAT @ 17.5%
2 - 5	Spare rates.

Most of the transactions will be invoices. However if you enter an Invoice for the wrong amount you can correct it with a CREDIT transaction. The Credit can then be allocated to cancel out the original invoice using the **Pay Invoice** button as described on Page 5-7.

When you enter the invoice date you will see that the system calculates the accounting period (1 - 12) to which the invoice will be allocated. Some systems restrict you to working within one period at a time, followed by a 'period end' to close the month. This system allows you to enter invoices for any period (date) within your financial year.

If you forget to enter an invoice from say, two months ago, simply enter the invoice with the correct date information. The system will then calculate which period the invoice applies to and update the analysis codes and supplier balances accordingly.

When you have entered the basic details, tab down to the rectangle on the bottom half of the screen.

The screenshot displays a software interface for entering invoice details. At the top, there are input fields for Supplier Code (TYN01), Date (15 MAR 2000), and Period (3). Below these are fields for Transaction Type (INV), Suppliers Inv No., Order Number, and Default VAT No. (1). To the right, a list of supplier details is shown: TYNEDALE COMPUTER SYSTEM, UNIT G7, SCOPE HOUSE, WESTON ROAD, CREVE, and CV1 8DD. The main part of the screen is a table with columns for Analysis Code, Item Description, VAT No, Net £, VAT £, and Total £. The first row shows Analysis Code 5002, VAT No 1, Net £ 0.00, VAT £ 0.00, and Total £ 0.00. Below the table is a Totals section with three empty input fields. At the bottom, there is a field for Analysis Code Description and two buttons: Ok and Cancel.

Analysis Code	Item Description	VAT No	Net £	VAT £	Total £
5002		1	0.00	0.00	0.00
Totals					

This part of the screen lets you enter the details of the individual lines of that invoice. There is no limit to how many items can be placed on an invoice and each line can be allocated to a separate analysis code and have a different VAT rate.

Begin by entering the analysis code to which you want the item to be allocated. If you have already allocated a default analysis codes to your suppliers, the system will supply this default analysis code for you.

For instance if you are buying a new computer system from which to run your appointments and patient records, you may have already set up an analysis code for this purpose. If not then use the 5002 analysis code for miscellaneous purchases. If you do not know the reference code for the analysis code simply enter a '?' and press TAB and a list will be displayed from which to choose your code, by double clicking on it.

Supplier Code: TYND1
 Date: 15 MAR 2000
 Period: 3
 Transaction Type: INV (Invoice / Credit)
 Suppliers Inv No.:
 Order Number:
 Default VAT No.: 1

TYNEDALE COMPUTER SYSTEM
 UNIT G7
 SCOPE HOUSE
 WESTON ROAD
 CRBWE
 CVN 6DD

Analysis Code	Item Description	VAT No	Net £	VAT £	Total £
5002	Computer system	1	899.00	157.33	1056.33
Totals			899.00	157.33	1056.33

Analysis Code Description: Miscellaneous Purchases

Ok
Cancel

For example, enter the analysis code 5002 (Miscellaneous Purchases) and press TAB. The description of the analysis code will be displayed at the bottom of the screen. You can now enter comments, the VAT rate (which defaults to the 'Default VAT No' entered) and the net price of the item. The system automatically calculates the VAT based upon the VAT rate selected. However, it does allow you to amend the VAT value because you occasionally get rounding differences of 1p from the suppliers VAT calculation. TAB past the VAT field and the system will calculate the total and go onto the next line ready for the second item on the invoice.

Continue entering items onto the invoice...

Supplier Code: TYND1
 Date: 15 MAR 2000
 Period: 3
 Transaction Type: INV (Invoice / Credit)
 Suppliers Inv No.:
 Order Number:
 Default VAT No.: 1

TYNEDALE COMPUTER SYSTEM
 UNIT G7
 SCOPE HOUSE
 WESTON ROAD
 CRBWE
 CVN 6DD

Analysis Code	Item Description	VAT No	Net £	VAT £	Total £
5002	Computer system	1	899.00	157.33	1056.33
7701	1 years software maintenance	1	100.00	17.83	117.83
Totals			999.00	174.83	1173.83

Analysis Code Description: Machine Maintenance

Ok
Cancel

...until all the items have been entered. When you have finished, click on the **OK** button (or press RETURN) and the computer will process the invoice. (If the cursor is in the Comments field, you have to use the **OK** button: RETURN will only add a line to the comments section and not process the invoice.)

The system returns to the supplier account screen.

Updating

The system automatically updates your data in several areas. The first part of the process is to update the analysis codes with their new values. This can be seen by selecting “Nominal Analysis Codes” from the Financial menu, clicking on the *Find* button, then entering 5002 in the *Analysis Code* field.

Last years Budget £	Last Years Balances £	This years Budget £	This Years Balances £
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	899.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	899.00

You can see that the analysis code used for miscellaneous purchases has been updated by £899. (In this example it is the first invoice entered to that analysis code). The £899 is the net value of the first line on the invoice and has been put in period 3 because the system has already been told in the set-up that the financial year starts on the 1st January. The second line of the invoice was allocated to analysis code 7701 for the software maintenance.

Last years Budget £	Last Years Balances £	This years Budget £	This Years Balances £
0.00	0.00	0.00	0.00
0.00	0.00	0.00	100.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	100.00

Other analysis codes which will have been updated include 2100: Creditors analysis with the total value of £-1173.83 (999* 1.175), and 2201: Purchase VAT by £174.83.

2100 (Creditors control)	- 1173.83
2201 (Purchase VAT)	+ 174.83
5002 (Miscellaneous purchase)	+ 899.00
7701 (Maintenance)	+ 100.00

PPMS ADVANCED MANUAL

The second part of the updating process amends the details on the supplier account screen.

Ref	Date	Type	Description	Net £	VAT £	Total £	Balance £
1	25 OCT 2004	Invoice	Invoice	999.00	174.83	1173.83	1173.83

The values now show that you owe £1173.83.

The **Print Ledger** button will show the breakdown of those values.

Type	Date	Ref No.	Net £	VAT £	Total £	Balance £
INV	15 MAR 2000	1	999.00	174.83	1173.83	1173.83
Balance for TYNEDALE COMPUTER SYSTEM £						1173.83
TOTAL BALANCE £						1173.83

Pay/Allocate Purchase Invoices

You can pay or allocate purchase invoices using the *Pay Invoice* button on the supplier account screen. This opens a new screen as below.

The payment and allocation of purchase invoices is split into two parts. The first part of the process is to enter the supplier and payment details. When a payment is entered, it must be allocated to the correct invoice. However, if you highlight the invoice first before clicking on the *Pay Invoice* button, the software will automatically allocate the payment to the correct invoice. TAB down and begin by entering the date of payment, the amount, and optionally tell the system which bank account or credit card account the payment is from.

If you ensure the *Allocate Payment Y/N* field is YES and you haven't already selected which invoice is being paid, the system will move onto the second half of the process and allow you to allocate the payment (and any other non-allocated payments) to their appropriate invoices.

Purchase Invoice No. (Optional) TYNEDALE COMPUTER SYSTEMS
 Supplier Code TYN01 UNIT G7
 Date 15 MAR 2000 SCOPE HOUSE Period 3
 Payment Amount £ 500.00 WESTON ROAD
 Cheque No. CREWE
 Allocate Payment Y/N YES OVN 6DD Balance 673.83
 Bank Account 1200 Bank Current Account

ALLOCATION

PAYMENTS / CREDITS					INVOICES				
Ref	Type	Date	Total £	Balance £	Ref	Type	Date	Total £	Balance £
1	PAY	15 MAR 2000	500.00	500.00	1	INV	15 MAR 2000	1173.83	1173.83

Allocate £

After clicking on **OK** the system loads a list of all unallocated payments and outstanding invoices. In this example there is only the one payment just entered and the invoice entered earlier. To make an allocation, click on the payment (or credit) on the left side of the box and the invoice on the right hand box. An allocation value at the bottom of the screen will be the smaller of the two values, which in this case is £500.00

Click on the **OK** button again and the amount will be deducted from both sides.

Purchase Invoice No. (Optional) TYNEDALE COMPUTER SYSTEMS
 Supplier Code TYN01 UNIT G7
 Date 15 MAR 2000 SCOPE HOUSE Period 3
 Payment Amount £ 500.00 WESTON ROAD
 Cheque No. CREWE
 Allocate Payment Y/N YES OVN 6DD Balance 673.83
 Bank Account 1200 Bank Current Account

ALLOCATION

PAYMENTS / CREDITS					INVOICES				
Ref	Type	Date	Total £	Balance £	Ref	Type	Date	Total £	Balance £
1	PAY	15 MAR 2000	500.00	0.00	1	INV	15 MAR 2000	1173.83	673.83

Allocate £

When you have allocated the invoices and payments, click on the **Finish** button. The system returns to the supplier account screen. Any payments made but not allocated still reduce the balance owed on the supplier account screen, but the unallocated amount is temporarily entered into the *Unallocated* field. This will be removed when the payment is allocated later to the appropriate invoice.

If you wish to allocate some previously entered payments or if you have a purchase credit to allocate to an invoice then enter the supplier code as normal but do not enter a payment value. Click on **OK** and the system will skip straight to the allocation process.

Updating

The system automatically updates your data in several areas. When a payment is entered, the system reduces the amount owed on the supplier account screen by the amount entered and the amount is placed into the *Unallocated* field.

In the above example, 2100: Purchase Creditors analysis is reduced by £500 from -1173.83 to -673.83. The bank account analysis code 1200 has also been reduced by £500.00. You therefore owe £500 less than before but have £500 less in your bank account.

When you allocate the payment, the balance on the invoice is decreased by the amount paid, and the amount in the *Unallocated* field on the supplier account screen is also decreased.

Print Ledger

The ***Print Ledger*** button prints a report within your selected date range showing all the purchase invoices/credits and payments relating to that supplier.

Select Transaction Dates between 1 JAN 2000 and 31 DEC 2000

Supplier Code TYND01
TYNEDALE COMPUTER SYSTEM

Leave Dates blank to select ALL Dates
Leave Supplier Code blank to select ALL Suppliers

Ok
Cancel

List suppliers

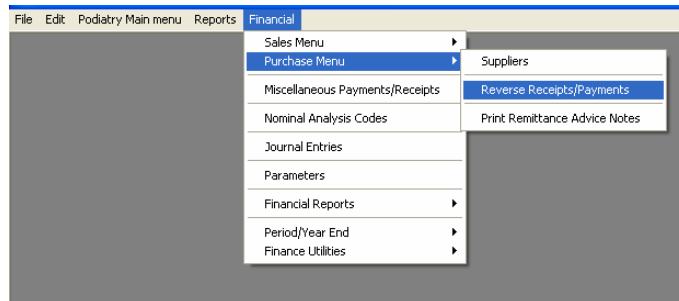
The ***List Suppliers*** button on the supplier account screen produces a list of all your suppliers, with their supplier reference number and address.

O/B

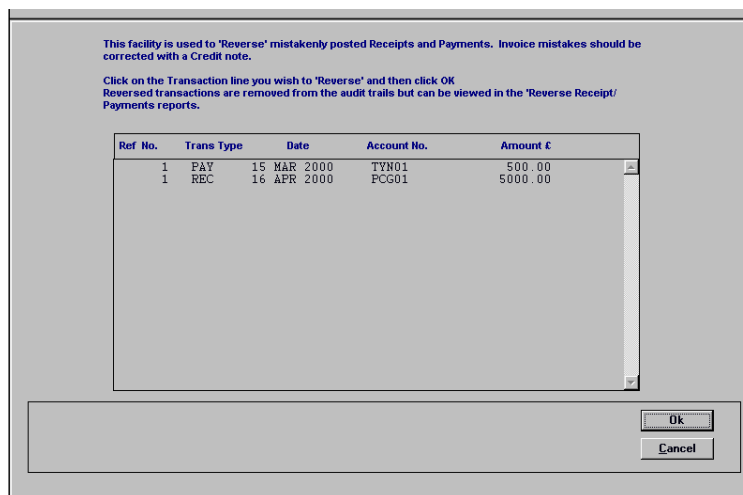
This button can be used to setup an opening balance for a supplier when you first start using the PPMS system.

REVERSE RECEIPTS/PAYMENTS

This facility is available from both the “Sales” and “Purchase” menus, and can be used to ‘undo’ any payments or receipts entered by mistake.



Take care when using this facility that you delete the correct transaction. Make sure that you are selecting the correct reference number and the correct transaction type.

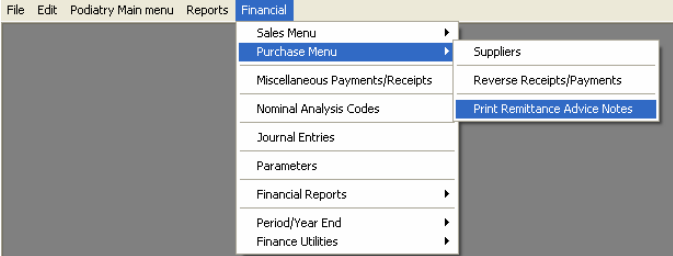


Click on the transaction to be removed and then click on **OK**.

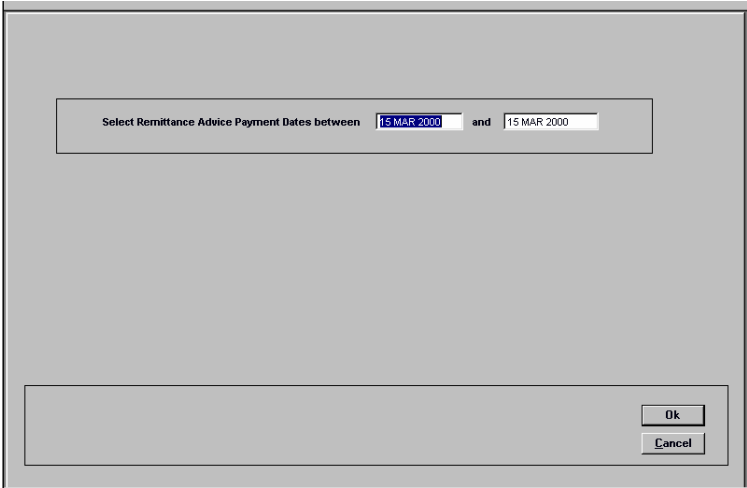
If you are reversing a payment made through the **Invoice** button on the treatment fees screen this facility will automatically reduce the amount paid to zero on the treatment record. If you want to put through another payment for that invoice you will need to use the **Receive Payments** button on the sales account screen to receive the correct amount.

PRINT REMITTANCE ADVICE NOTES

This facility will print out remittance advice notes for all payments made to suppliers between two selected dates.



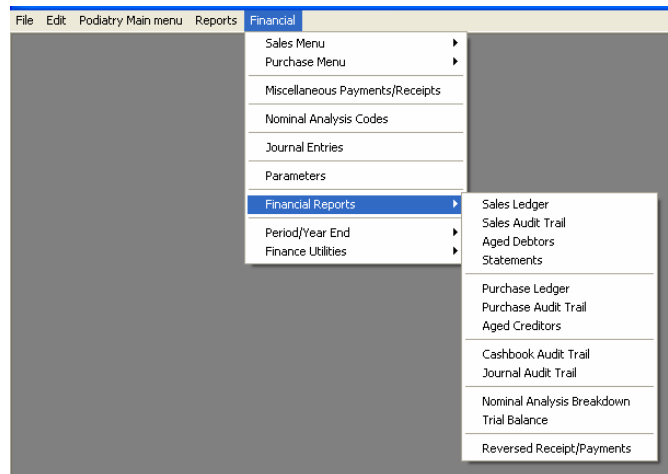
This opens the new screen below.



CHAPTER 6 – FINANCIAL REPORTS

INTRODUCTION

A large number of reports can be produced by selecting “Financial Reports” on the Financial menu.



SALES LEDGER AND PURCHASE LEDGER

The “Sales Ledger” option on the menu opens the same screen (shown below) as that called up by the *Print Ledger* button on the customer account screen. Invoices and their balances are printed for a selected customer (or all customers if the customer code is left blank), between the two dates specified.

 A screenshot of a dialog box for selecting transaction dates and a customer code. The dialog has a title bar and a main content area. At the top, it says 'Select Transaction Dates between' followed by a date field containing '1 JAN 2000', the word 'and', and another date field containing '31 DEC 2000'. Below this is a 'Customer Code' label followed by an empty text input field. In the center, there are two lines of instructions: 'Leave Dates blank to select ALL Dates' and 'Leave Customer Code blank to select ALL Customers'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'.

The “Purchase Ledger” option opens a similar screen, but with a field for the *Supplier Code* instead of the *Customer Code*. This is the same screen as that called up by the *Print Ledger* button on the supplier account screen.

SALES AUDIT TRAIL AND PURCHASE AUDIT TRAIL

These two reports print all invoices, receipts/payments and credits for your selected date range and have an option to print invoice details or just the invoice amount.

The dialog box contains the following text and controls:

Select Dates between and

Include Invoice Details Y/N ? YES

Buttons: Ok, Cancel

Selecting **YES** will print a breakdown by analysis code of all the items within that invoice total.

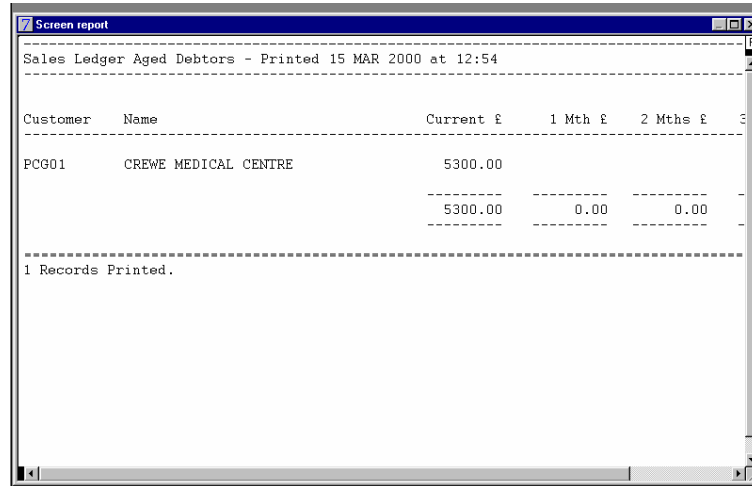
Screen report window titled "Sales Audit Trail - Printed 15 MAR 2000 at 12:54" Page 1

Reference/Type	Date	Customer	Nett £	VAT £	Total £
1 INV	15 MAR 2000	PCG01			
<i>4160</i>	<i>First invoice for 12 month contract</i>		<i>10000.00</i>	<i>0.00</i>	<i>10000.00</i>
	<i>PCG contract</i>				
2 INV	15 MAR 2000	PCG01			
<i>6201</i>	<i>Advertising</i>		<i>300.00</i>	<i>0.00</i>	<i>300.00</i>
Transaction Totals : Invoices			10300.00	0.00	10300.00
AUDIT TRAIL TOTALS			10300.00	0.00	10300.00

The invoice details are printed in *Italics* showing the breakdown of the invoice.

AGED DEBTORS AND AGED CREDITORS

These summary reports display lists of customers or suppliers showing the breakdown of their outstanding balances.

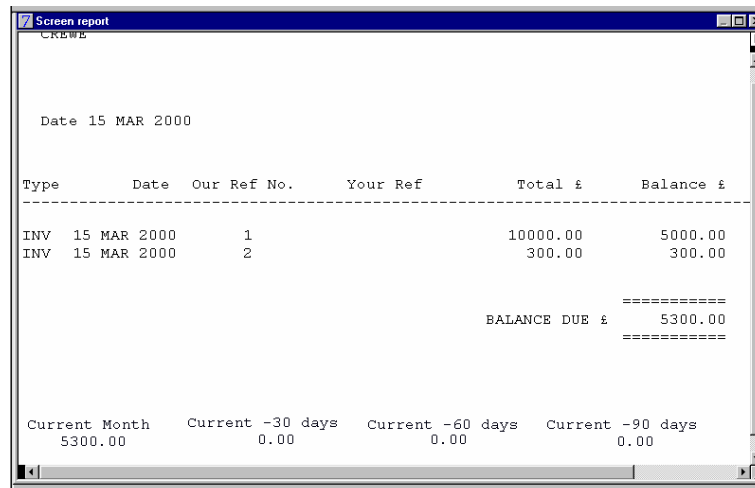


Customer	Name	Current £	1 Mth £	2 Mths £
PCG01	CREWE MEDICAL CENTRE	5300.00		
		5300.00	0.00	0.00

1 Records Printed.

STATEMENTS

Statements can either be printed for an individual customer or for all.



Type	Date	Our Ref No.	Your Ref	Total £	Balance £
INV	15 MAR 2000	1		10000.00	5000.00
INV	15 MAR 2000	2		300.00	300.00
				BALANCE DUE £	5300.00

Current Month	Current -30 days	Current -60 days	Current -90 days
5300.00	0.00	0.00	0.00

CASHBOOK AUDIT TRAIL

Although printed in a different format, the cashbook audit trail should be an accurate representation of your bank statements as it shows all moneys going in and out of your bank account.

Select Dates between 1 JAN 2000 and 30 APR 2000

Print Cashbook Details Y/N ? YES

Show Cashbook Balance Y/N ? NO

Show Cashbook Balance will calculate what the Cashbook (bank balance) should be the day before your date selection. In other words if you select dates from 1 FEB 1999 to 28 FEB 1999, the report will start by displaying the bank balance as of the 31 JAN 1999.

Print Cashbook Details - Only applies to 'Cashbook Transactions', not Invoice Payments

Ok
Cancel

Again it works by a date selection with the option of showing details of each transaction. It also has an option whereby the system will calculate what your balance should have been on the day prior to your date selection. In this example the bank balance will be calculated on 31 December 1999. This would then be included in the totals of the report showing what the bank balance should have been on 30 April 2000.

JOURNAL AUDIT TRAIL

The journal audit trail works in a similar way to the cashbook audit trail, giving a list of all your journal entries, see Page 7-3.

Journal Audit Trail - Printed 26 AUG 2004 at 10:46 Page 1

Journal Entry Ref : 1 Date : 20 MAY 2004 Reference :

Nominal Analysis		Debit £	Credit £
1200	Bank Current Account	0.00	6000.00
1240	Company Credit Card	6000.00	0.00

NOMINAL ANALYSIS BREAKDOWN

The Nominal Analysis Breakdown report provides a means of breaking down analysis codes and showing how they came to their present value.

The screenshot shows a dialog box for selecting transaction dates and analysis codes. The fields are as follows:

Select Transaction Dates between	1 JAN 2000	and	31 MAR 2000
From Analysis Code	7004	To	7004
Transaction Type	(INV, REC, CRE, PAY, PMT, RCT)		
Print Nominal Details Y/N ?	YES		

Below the input fields, there are two instructions:

- Leave Dates blank to select the whole Financial year.
- Leave Analysis or Transaction Type blank to select ALL in that category.

At the bottom right of the dialog box, there are two buttons: "Ok" and "Cancel".

In this example a report will be produced showing all transactions regarding the 7004: Wages analysis code between the 1st January and the 31st March.

From and to codes can be selected if your analysis codes are numeric, such as 1001 to 1010. This will select analysis codes 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, and 1010.

Transaction types can be selected to specify:-

INV	Invoice
CRE	Credit note
PAY	Payment of a purchase invoice
REC	Receipt (payment) of a sales invoice
PMT	Cashbook payment
RCT	Cashbook receipt

Print Nominal Details

Enter NO in the *Print Nominal Details* field if you require only the totals for the required codes.

TRIAL BALANCE

This report prints out a list of all the nominal analysis codes and their total values to date. Adding up the debit and credit totals should always equal zero.

Select “Financial Reports” then “Trial Balance” on the Financial menu to open the print selection screen. You have the option to print all nominal analysis codes, or just those with a non-zero balance, as shown below.

Analysis Code	Description	Debit £	Credit £
1100	Debtors Control Account	105.00	
1200	Bank Current Account		-5477.50
1240	Company Credit Card	6000.00	
4000	Podiatry Treatments		-627.50
		6105.00	-6105.00

4 Records Printed.

Reversed Receipts/Payments

This produces an audit of all payments and receipts that have been reversed by selecting “Reverse Receipts / Payments” on the “Sales” or the “Purchase” menus of the Financial menu.

Selecting “Financial Reports” then “Reversed Receipts/Payments” on the Financial menu opens the print selection screen.

PPMS ADVANCED MANUAL

The system works in a similar way to the sales and purchase invoices. You begin by entering the date followed by the type of transaction you are entering:

RCT Cashbook receipt
PMT Cashbook payment

Continue by entering the default VAT number. You can change the bank account the money is going into if it is a Receipt or out of if the transaction is a payment.

After entering the 'header' information the cursor moves into the rectangular box in the centre of the screen.

Analysis Code	Description	VAT No	Net £	VAT £	Total £
7100	February rent	1	300.00	52.50	352.50
7004	Wages	0	3000.00	0.00	3000.00
Totals			3300.00	52.50	3352.50

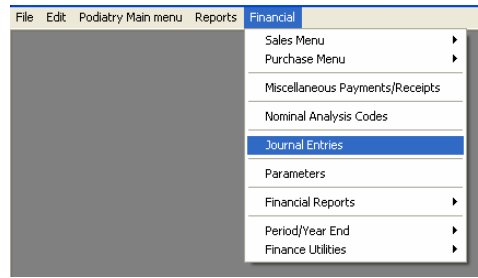
Analysis Code Description: Wages - Regular

OK
Cancel

Continue by entering each line of detail including the analysis code, comments, the VAT rate (0=zero-rated, 1=17.5%), the net value and adjust the VAT if necessary for payment transactions. In the example above, payments are being made for rent and wages.

When you have finished, click on the **OK** button and the system will return to the beginning for the next transaction to be entered. If there are no more transactions, click on **Cancel** to finish.

JOURNAL ENTRIES



Journal entries can be used to transfer money between analysis codes. This is useful if you have used the credit card analysis code (1240) for making payments through either the cashbook transactions option or the purchase payments option.

Analysis Code	Description	Debit £	Credit £
1200	Bank Current Account	0.00	6000.00
1240	Company Credit Card	6000.00	0.00
Totals		6000.00	6000.00
Balance €		0.00	

Date: 15 MAR 2000 Period: 3 Reference:

Ok Cancel

If you pay your credit card bill by one of the many methods of transferring money direct from your bank account without using a cheque, you can use a journal entry to transfer the money in the systems accounts from your bank account to the credit card account. This is done by crediting the bank account by £6000 and debiting the credit card account by the same amount. Thus paying the credit card and reducing your bank balance.

ACCOUNTS PARAMETERS



A number of parameters can be set to change the way the accounts system works.

Last Sales Inv.	2	Sales Rec.	1	Purchase Inv.	0	Purch Pay.	0
Cashbook	0	Journal No.	0	Last Transaction No.	7		
VAT Rate 0	0.00	1	17.50	2	0.00	3	0.00
		4	0.00	5	0.00		
Display INV/REC/PAY Numbers ?	NO						
Financial Year Start	1 JAN 2004						
Delete transactions at Year End ?	NO						
Automatically 'Age' Account balances	YES						
Do you wish to use Period ends ?	NO <small>(YES will prevent transaction dates outside the current period. NO will allow any date provided they are within your current financial year)</small>						
Current Period	1 <small>(If you don't use Period ends, this will remain as 1 or 0 all year)</small>						
Valid Transaction Dates are between	1 JAN 2004		and		31 DEC 2004		
Default Bank Account	1200 Bank Current Account						
Statement Comments	Payments are due within 30 days.						
Print Invoice Default	YES		Print Receipt Default		NO		
Show Zero Balances ?	NO						

Ok Cancel

VAT Rates

Up to 6 VAT rates can be defined with their appropriate values.

Display Invoice/Receipt/Payment numbers

If this is set to YES, each programme in the accounts system will display an OK message giving the invoice or receipt number allocated to that transaction.

Delete Transactions at year end

If set to YES, all zero balanced transactions will be deleted as part of the year end routines. Unless you are very short of disk space, this should be set to NO.

Automatically Age Account Balances

If this is set to YES, the *Current*, *Current -1*, *-2* and *-3* fields on the customer and supplier account screens will be aged automatically each month. If set to NO, the balances can be recalculated by selecting “Financial Utilities” on the Financial menu. See Page 7-7.

Use Period ends

When set to NO (the default), the system allows you to enter transactions for any date within your financial year. If YES then the month end routine will need to be run at the end of each month (see Page 7-6). The system will then restrict invoice/receipt dates to the current month.

Default Bank Account

This defaults to 1200: Current account, but can be changed.

Statement comments

Enter here any comments you wish to appear at the bottom of each statement.

Top and Left margin

These can be amended to suit window envelopes.

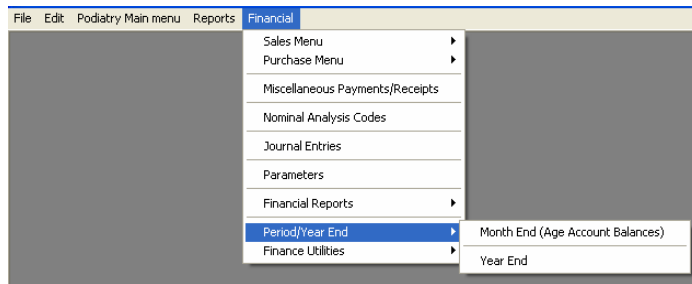
Print Invoice

When this is set to YES, the default on the print invoice selection box is YES. Setting it to NO, sets NO as the default on the selection box.

Print Receipt

When this is set to YES, the default on the print receipt selection box is YES. Setting it to NO, sets NO as the default on the selection box.

PERIOD/YEAR END



The year-end routine should be run at the end of the financial year after an annual back-up has been taken and all relevant reports for your accountant have been printed.

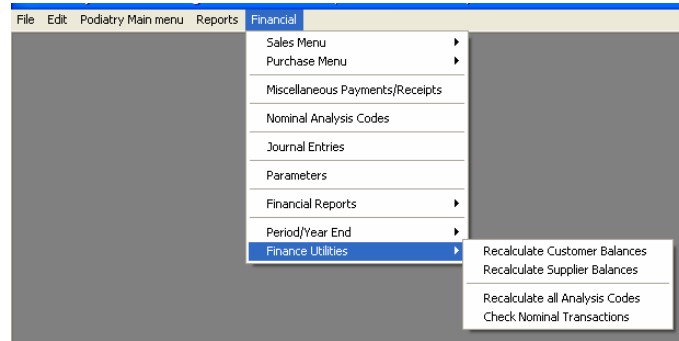
The routine carries out the following:

- Delete all 'zero balanced' financial transactions if the option is set on the Financial Parameters screen. The only financial transactions remaining will be outstanding invoices or unallocated receipts and payments
- Creates an opening balance analysis code which contains the total of all the sales and purchase analysis codes added together
- Moves the balances on the trading analysis codes to previous year.
- The totals for the control analysis codes are placed in period one.
- Opening balance (OB) nominal transactions are inserted to represent analysis code values.
- Turnover is cleared on the customer and supplier accounts.

The month end routine would only be used if you have set 'Do you wish to use Period Ends' to YES on the Financial parameters screen. If you choose to work this way the software will only allow you to enter Invoices and Payments using dates within your current month. Most customers leave this set to NO which allows any transaction date to be entered within your financial year.

FINANCE UTILITIES

The utilities menu allows you to recalculate balances and analysis codes, and check nominal transactions.



Recalculate customer balances

Recalculate supplier balances

Recalculate all analysis codes.

Check nominal transactions

.

CHAPTER 8 – SET UP PATIENT DATA

INTRODUCTION

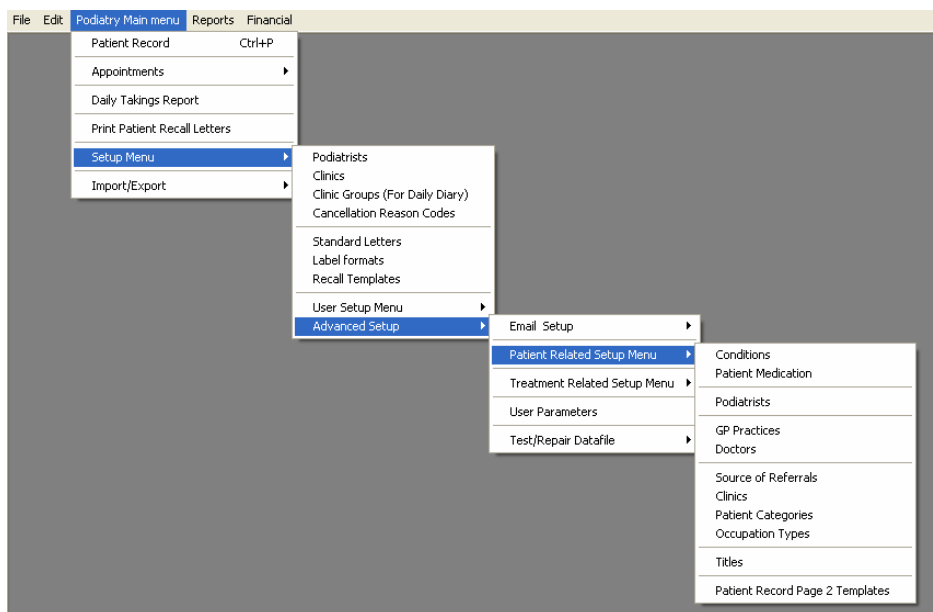
This chapter explains how to set up the contents of the fields on the Patient Record screen for your own requirements. Details of the Patient Record screen are given in Chapter 3 of the User Manual. A view of the screen is given below.

The screenshot shows a comprehensive form for entering patient data. It includes fields for:

- Record No (with Alternative No. in parentheses)
- Date of Birth (with Age in parentheses)
- Sex
- Title
- Surname and First Name(s)
- Address (multiple lines)
- Post Code
- Telephone (with a slash separator)
- Email Address (with a Send Email button)
- Weight (Kgs) and Height
- Insurance Ref
- Comments or GP Info (with a scrollable area)
- Account Balance £
- Account Card button
- Next Appointment (with a date field)
- Date of Referral, First Treated, Last Treated, App Due, and Died (all with date fields)
- Podiatrist, Registered Clinic, Occupation, Referral, Registered GP Practice, GP, Patient Category, and Category 2 (all dropdown menus)
- Allergies (text field)
- Previous Medical History (button)

 At the bottom, there is a row of navigation buttons: Add Patient, Edit, Find, Find / List, Next, Back, Delete, Quit, Ok, Treatments, Appointment History, View Scanned Images, Letters History, Print, >Page>, and Cancel.

All the settings are made by selecting “Setup Menu”, “Advanced Setup”, then “Patient Related Setup Menu” on the Podiatry Main menu as below.



MEDICAL HISTORY

The first two options on the menu, “Conditions” and “Patient Medication”, allow you to amend or add to the pop-up lists in the *Medical Conditions* and *Medication* fields on the previous history screen. This screen, shown below, is reached by clicking on the *Previous Medical History* button on Patient Record screen.

The screenshot shows a window titled "MEDICAL HISTORY" for patient "00002" (Mr Fred Bloggs). It features a table with three columns: "Medical Conditions", "Medication", and "Doseage". The first row contains "DIABETIC" and "INSULIN". Below the table are three checkboxes: "Steroid Therapy Y/N", "Disabled Y/N", and "At Risk Y/N". A red note reads: "(Use Dropdown Lists if you intend to use Report Generator to produce reports on Medical data)". "Ok" and "Cancel" buttons are at the bottom right.

	Medical Conditions	Medication	Doseage
1	DIABETIC	INSULIN	
2			
3			
4			
5			
6			
7			

You can enter free text in the *Medical History* field on this screen. However, if you select conditions or medication from the pop-up lists, you can then search for these using the report generator.

Alternatively, you may prefer to hold this information as part of the Patient Record screen. You can do this by creating your own second page of the Patient Record screen, see Page 8-7.

Medical conditions

Medical conditions are those which podiatrists do not treat but must be aware of, such as Diabetes, because they may affect the way in which a podiatric condition is treated.

To change the list of Medical Conditions, select “Conditions” from the “Patient Related Setup Menu”. This opens the screen below.

Condition Code:

Name:

Include in Lists Y/N ?

Buttons: Add Condition, Edit, Find, Next, Back, Delete, Quit, Ok, List, Cancel

To implement the change, exit the Podiatry system, and restart. The changes will now appear on the medical history screen. As well as the *Condition Code* and *Name* you can tell the system if it should be excluded from the selection lists.

Patient Medication

Medications refer to medicaments not prescribed by the podiatrist, but about which the podiatrist needs to be aware because they may affect the way in which a podiatric condition is treated.

To change the list of medications, select “Patient Medication” from the “Patient Related Setup Menu”. This opens the screen below.

Medication Code:

Description:

Buttons: Add, Edit, Find, Next, Back, Delete, Quit, Ok, List, Cancel

POP-UP MENUS ON PATIENT RECORD SCREEN

There are eight selection fields on the Patient Record screen. Each of these fields is a pop-up menu containing a list which can be amended to suit your own purposes. To amend or add to one of the lists, select Podiatry Main menu, “Setup Menu”, followed by “Advanced Menu” and “Patient Related Setup Menu” and then make the appropriate selection as outlined in the following paragraphs.

Podiatrists

This facility is used for setting up the different podiatrists who work at your clinic.

When you started using the system with real data, you entered a list of podiatrists in the quick set-up routines (see Chapter 2 of the User Manual). Should you wish to amend this list, you can do so using either the Setup Menu or the Advanced Setup menu.

- Select “Setup Menu” and then “Podiatrists” from the Podiatry Main menu. See Chapter 8 of the User Manual
- Select “Setup Menu”, followed by “Advanced Setup”, then “Patient Related Setup Menu” and finally “Podiatrists” from the Podiatry Main menu.

Either option opens the screen below.

Podiatrist Code 004
Name JOHN SNOW

Add Edit Find Next Back Delete Quit Ok
Holidays Cancel

GP Practices

This facility is used for setting up the list that will appear in the *Registered GP Practice* field. It is the list of practices with which your patients are registered.

Doctors

This facility is used for setting up the list that will appear in the *GP* field. It is the list of GPs with which your patients are registered.

Source of Referrals

This facility is used for setting up the list that will appear in the *Referral* field. The code and description can then be searched for with the Report Generator.

Clinics

This facility is used for setting up the list that will appear in the *Registered Clinic* field.

When you started using the system with real data, you entered a list of clinics in the quick set-up routines (see Chapter 2 of the User Manual). Should you wish to amend this list, you can do so using either the Setup Menu or the Advanced Setup menu.

- Select “Setup Menu” and then “Clinics” from the Podiatry Main menu
- Select “Setup Menu”, followed by “Advanced Setup”, then “Patient Related Setup Menu” and finally “Clinics” from the Podiatry Main menu.

The two options open the same screen. For further details see Chapter 8 of the User Manual.

Patient Categories

This facility is used for setting up the list that will appear in the *Patient Category* field and also in the *Category 2* field.

Patient Categories provide a way of customising the system for users who want to record information not already included on the Patient Record screen. For instance Categories could be set up to classify patients as requiring domiciliary appointments or to identify patients covered by medical insurance.

Occupation Types

This facility is used for setting up the list that will appear in the *Occupation* field.

TITLES

The system is initially set-up with the common titles such as Mrs, Mr, Miss, Ms, Dr, but if you have patients with less frequently occurring titles such as General, Dean, Countess then you may wish to include them here.

To do so, select Podiatry Main menu, then “Setup Menu”, followed by “Advanced Menu”, “Patient Related Setup Menu” and then “Titles”. This opens the screen below.

The screenshot shows a software window titled "Titles". Inside the window, there is a central form with two input fields. The first field is labeled "Title" and contains the text "Mr". The second field is labeled "Sex" and contains the text "M". Below the "Sex" field, there is a small instruction in parentheses: "(M, F or leave blank if Title could be used for Male and Female)". At the bottom of the window, there is a horizontal bar with several buttons: "Add", "Edit", "Find", "Next", "Back", "Delete", "Quit", "Ok", and "Cancel".

You can type any title you wish in the *Title* field of the Patient Record screen. However, the advantage of entering titles here is that the system will enter the sex in the *Sex* field of the Patient Record screen for you.

TEMPLATE FOR PAGE 2 OF PATIENT RECORD

This facility allows you to define your own second page of the Patient Record screen. This would normally be used to define a medical history questionnaire that matches your paper records. The page is reached by the >Page> button on the Patient Record screen.

To do so, select Podiatry Main menu, then “Setup Menu”, followed by “Advanced Menu”, “Patient Related Setup Menu” and then “Patient Record Page 2 Templates”. This opens the screen below.

No.	Style	Colour	Heading / Question	Validation	Warning Validation	Use Same Line Y/N	Add	Delete
1	1	0	MEDICAL HISTORY QUESTIONNAIRE	HEADING		NO	+	-
2	0	0	Heart Complaint?	Yes,No	Yes	NO	+	-
3	0	0	Details			YES	+	-
4	0	0	Are you Diabetic?	Insulin,Non-Insulin,No	Insulin/Non-Insulin	NO	+	-
5	0	0	High Blood Pressure?	Yes,No,Blank	Yes	NO	+	-
6	0	0	Comments	SCROLL		NO	+	-
7	0	1				NO	+	-
8	0	1				NO	+	-

Buttons: Create new version, Edit, Find Current Version, Next, Back, Quit, Ok, Cancel

Important: - Before using this facility please read to the end of the chapter first, particularly the section on Setting up the Template on Page 8-8.

The template can consist of up to 30 questions and works in the same way as the clinical assessment templates described on Pages 9-6 to 9-10. Please read that section for details on entering style, colour, heading and the validation sections.

Additions

Three items are included in this facility that are not in the clinical assessments template.

Warning Validation

This tells the system which answers to your questionnaire should trigger a warning message when the patient is found on the Patient Record screen. In the above example questions 2, 4 and 5 will trigger a warning message if the patient has a heart complaint, is either an insulin dependent or non-insulin dependent diabetic, or if the patient has high blood pressure.

The text of the warning is defined on the User Parameters screen, see Page 10-3.

Use Same Line

Set this option to YES if you want the question to appear on the same line as the previous question. Only two items can appear on one line.

Scroll

The validation has an additional option called SCROLL. This will produce a scroll box allowing up to 200 characters of free text to be entered.

Setting up the Template

The first time this facility is used you must use the *Create New Version* button. It is important that you give yourself plenty of time to set up the template and test it before you continue to use the rest of the system. **Do not do this while other users are amending or inserting patient records.**

Once a template has been set up the system will automatically allocate that template to any patient record which is either inserted or edited after the template is created. When a template has been linked to a patient record the template is locked. If you want to make any amendments you will need to use the *Create New Version* button again which will create a duplicate of the latest template. However, any existing patient records that have been edited since the original template was set up will still use that original version. This is because the system must prevent you from setting up a template, using it for a while and then deciding to amend the ordering or the details of the questions. If the system did allow this to happen it is possible that existing patients would start to display the wrong answers against questions.

Therefore the best way to set this up is initially to set up a dummy Patient Record. Set up the first draft of the template and then edit that dummy Patient Record to test the template. Until you are satisfied with the template, use the *Cancel* button on the Patient Record instead of the *OK* button. This will then prevent the template being locked and allow you to use the *Edit* button on the Patient Templates screen to make any necessary amendments.

Repeat this process until you are happy that the template looks and works the way you want it to. If you do accidentally click on the **OK** button while editing the patient record, simply insert another dummy patient and use the **Create New Version** button on the patient templates screen. You will need to do this because the original template will now be locked.

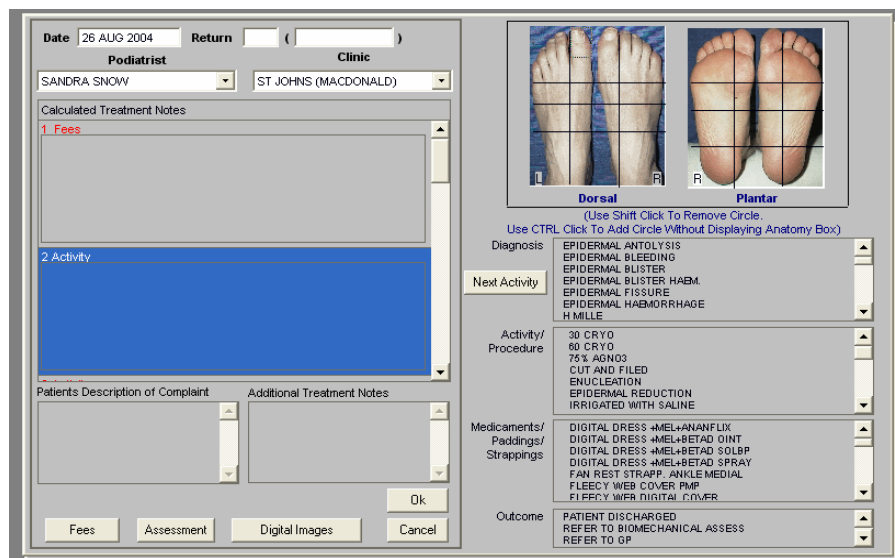
If at a later date you do decide that you want to amend the details on the template, there is no reason why this cannot be done using the **Create New Version** button, but it will only apply to new patients.

CHAPTER 9 – SET UP TREATMENT DATA

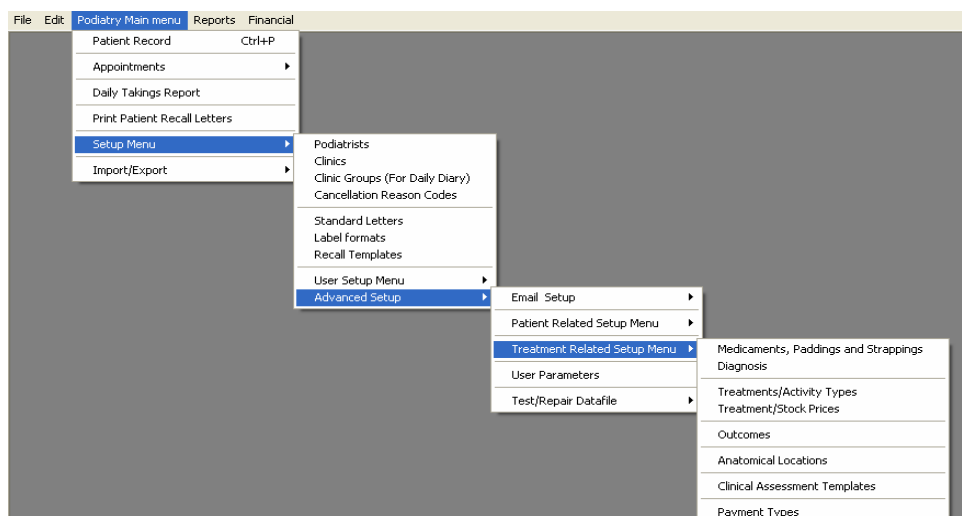
INTRODUCTION

This chapter explains how to set up the contents of the detailed treatment screen for your own requirements. It also covers altering the treatment fees and clinical assessments screens, both of which are reached from the detailed treatment screen.

Information on the detailed treatment screen is given in Chapter 4 of the User Manual. The screen is obtained by first clicking on the *Treatments* button on the Patient Record screen to open treatment history screen, then clicking on the *Add Detailed Treatment* button. A view of the screen is given below.



All the settings are made by selecting “Setup Menu”, “Advanced Setup”, then “Treatment Related Setup Menu” on the Podiatry Main menu, as below.



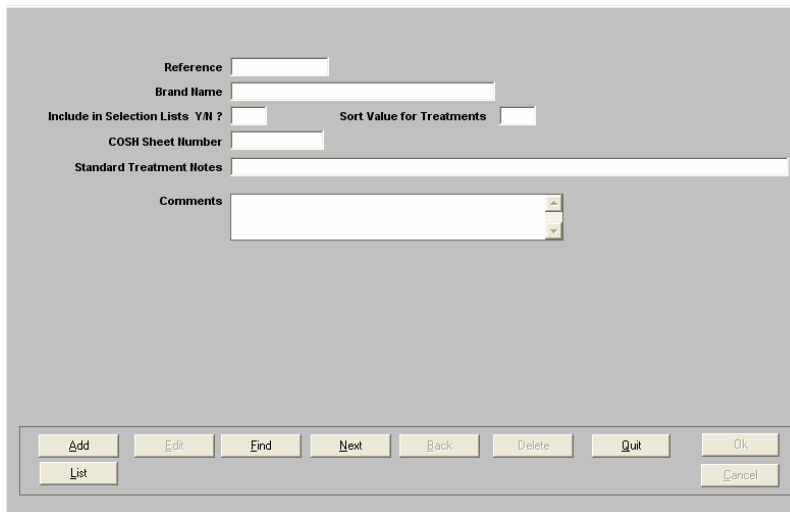
PATIENT TREATMENT

The right hand side of the detailed treatment screen contains selection fields. Each of these contains a list which can be amended to suit your own purposes. To amend or add to one of these lists, make the appropriate selection from the “Treatment Related Setup Menu” as outlined in the following paragraphs.

For each of these, the entry in the *Name* or *Description* field is the one that appears on the pop-up list. The contents of the *Standard Treatment Notes* field, on each of the screens below, appears in the *Calculated Treatment Notes* box at the centre left of the detailed treatment screen. The phrases before these notes on the detailed treatment screen can be altered on Page 2 of the User Parameters screen (see Page 10-4).

Medicaments, Paddings and Strappings

The items entered here are included in the list that appears in the *Medicaments/ Paddings/ Strappings* field. You can also enter details such as costs and any comments.



The screenshot shows a software form for entering medication details. It features several input fields: 'Reference', 'Brand Name', 'Include in Selection Lists Y/N ?', 'COSH Sheet Number', 'Standard Treatment Notes', and 'Comments'. The 'Sort Value for Treatments' field is a small numeric input. At the bottom, there is a control bar with buttons for 'Add', 'Edit', 'Find', 'Next', 'Back', 'Delete', 'Quit', 'Ok', 'List', and 'Cancel'.

Diagnosis

The items entered here are included in the list that appears in the *Diagnosis* field.

A screenshot of a software form with a grey background. At the top, there are four input fields: 'Diagnosis Code' with the value 'B', 'Name' with the value 'EPIDERMAL BLISTER', 'Include in Selection Lists Y/N ?' with the value 'YES', and 'Standard Treatment Notes' with the value 'Blister'. At the bottom of the form, there is a horizontal row of buttons: 'Add', 'Edit', 'Find', 'Next', 'Back', 'Delete', 'Quit', 'Ok', 'List', and 'Cancel'.

Treatment/Activity Types

The items entered here are included in the list that appears in the *Activity/ Procedure* field.

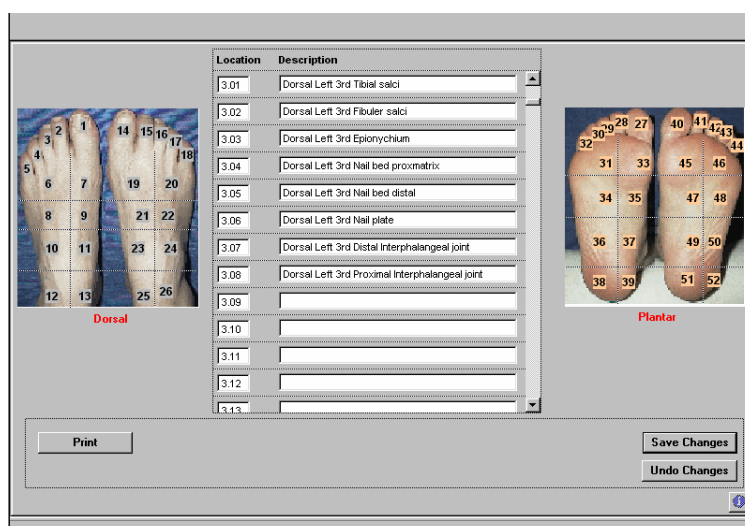
A screenshot of a software form with a grey background. It contains three input fields: 'Treatment Code' (empty), 'Description' (empty), and 'Standard Treatment Notes' (empty). At the bottom of the form, there is a horizontal row of buttons: 'Add', 'Edit', 'Find', 'Next', 'Back', 'Delete', 'Quit', 'Ok', 'List', and 'Cancel'.

Outcomes

The outcomes screen is similar to the treatment/activity screen above. Items entered here are included in the list that appears in the *Outcome* field. Outcome records can be used to describe the outcome of a treatment. Outcomes could be set up to describe the different reasons for a patient being discharged.

Anatomical Locations

These items are the text defining the precise location on the foot where the treatment was performed. For each area of the foot marked on the photographs you may enter up to 20 precise locations. These locations are listed in the *Anatomy* pop-up menu when you click on the dorsal or plantar view of the foot.



The above screen shot shows the entries for the toe numbered 3 on the left-hand photograph. In the table the location for the first item is given as '3.01'. The '3' representing the toe and '01' the order of this particular location in the list.

This list has been produced in consultation with a number of podiatrists but can be amended to suit the needs of, and terminology used in, your own practice.

Caution: The system uses the location code in recording details of the treatment. If you change the meaning of this code once it has been used to record a treatment, that treatment will then be recorded as having been performed at the location of the changed code, not at the location shown by the original code. **We would strongly recommend that once this list has been set up to suit your practice, only new locations are added rather than existing ones being amended.**

Once changes are saved the old list cannot be restored. We would suggest that before making any changes the existing list be printed so that the original description can be re-entered if a change is later found to have been made in error.

TREATMENT FEES SCREEN

The **Fees** button on both treatment screens (detailed and basic) opens up the screen below. See Chapter 6 of the User Manual for more details.

Select Fees and Stock for this Treatment

2 DAY TURNAROUND
 5 DAY TURNAROUND
 APPLY PLASTER OF PARIS
 BIOMECHANICAL EXAMINATION
 C1 7 DAY TURN AROUND
 C1 CARBOPLAST CAD/CAM ORTHOSES SINGLE
 C1 DBX6 PRESCRIPTION ORTHOTIC CAD/CAM SINGLE
 C1 DBX6 PRESCRIPTION ORTHOTIC DEVICES CAD/CAM
 C1 TL BLUE CARBON FIBRE ORTHOSES - 2 LAYER
 C1 TL BLUE CARBON FIBRE ORTHOSES - 3 LAYER

Treatment has not been invoiced.

Calculated Treatment £ 0.00
 Stock Items £ 0.00
 Amended Treatment £ 0.00

Amount paid by Patient £ 0.00 (Additional payments can be made from account card)

Payment Type CASH
 Account to Invoice PAT00002
 MR FRED BLOGGS
 Invoice Date 26 AUG 2004
 Payment Ref

Invoice This Treatment Invoice Outstanding Treatments Ok
 Treatment Assessment Digital Images Cancel

The fields for *Select Fees and Stock for this Treatment* and *Payment Type* are filled in by selecting from pop-up menus. The contents of the menus can be amended or added to using the following two options on the “Treatment Related Setup Menu” (from the Podiatry Main menu, then “Setup Menu”, and “Advanced Setup”).

Treatment/Stock Prices

This facility provides a way of setting up individual treatment or stock prices, which can then be selected and totalled when the patient is treated.

Treatment Pricing Code 2D
 Description 2 DAY TURNAROUND
 Standard Treatment Notes 2 Day Turnaround
 Standard price £ 30.00
 Stock Item Y/N? NO

Add Edit Find Next Back Delete Quit Ok
 List Cancel

By default, the total of all items selected on the Treatment Fees screen will appear in the *Calculated Treatment* field. However, if you type YES in the field *Stock Item Y/N* of the screen above, the price will appear in the *Stock Items* field.

Payment Types

The items entered here are included in the list that appears in the *Payment Type* field. Set up your payment types (such as cash, credit card) here.

The screenshot shows a window titled "Payment Types" with a central form. The form contains two rows of input fields: "Payment Code" with the value "DE" and "Description" with the value "DEBIT". Below the form is a horizontal row of buttons: "Add", "Edit", "Find", "Next", "Back", "Delete", "Quit", "Ok", and "Cancel".

CLINICAL ASSESSMENT TEMPLATES

The *Assessment* button on both treatment screens (detailed and basic) opens up the screen below.

The screenshot shows a window titled "Assessments / Prescriptions". It features a list box labeled "Previous Tests" with a "Date" column. Below this is a large text area labeled "New Assessment/Orthotic Prescription". At the bottom of the window are buttons for "Fees", "Treatment", "Digital Images", "Ok", and "Cancel".

Initially this screen is blank, however the “Clinical Assessment Templates” option allows you to define your own templates for assessments. This option is on the Podiatry Main menu, followed by “Setup Menu” and “Advanced Setup” then “Treatment Related Setup Menu”.

These templates enable you to set-up different assessments, forms or questionnaires to obtain information from the patient, to note information about the treatment or condition, or to compile information to send to a supplier. Examples of use include BioMechanics, Podiatric Surgery, and New Patient Assessments.

Although we are doing our best to make things as easy as possible, setting up this type of template can become complex, particularly when a large template is involved. After describing the functions of the various parts of the form, we show an example of a small template involving most of the features.

Buttons and fields of template screen

Clinical Assessment Reference

Enter a suitable code to describe the template.

Description

Enter a suitable description to select the template from a scroll box.

Include in Selection Lists Y/N

Normally you would enter 'Y' here. If the template is out of date and you do not want it to appear in a selection scroll box enter 'N'.

Two sets of Columns

You may require two sets of data one next to each other, say for each foot. To see in full the right hand column, move the horizontal scroll bar (just above the buttons) to the right. If you only need one column on your template use the left hand one.

No.

This is just the reference number of the entry. These continue up to 120.

Style

The style of the text for the Headings/Questions. These are:-

- 0 Normal
- 1 Bold
- 2 Italic
- 3 Bold Italic
- 4 Normal Underlined
- 5 Bold Underlined
- 6 Italic Underlined
- 7 Bold Italic Underlined

Colour

The colour of the text for the Headings/Questions. These are:-



Heading / Question

The text you wish to appear on the form.

Validation

The validation criteria that can be used are:

HEADING	No entry box will appear on this line.
(No entry)	This allows a 30-character text field with no validation.
, (Comma)	When separating words, one of these words must be entered. (Y is short for YES and N for NO) e.g. MALE,FEMALE. Either MALE or FEMALE must be entered.
BLANK	The entry may be blank e.g. CASH,ACCOUNT,BLANK either CASH, ACCOUNT or nothing can be entered.
- (Minus sign)	Specifies a range of numbers. A space MUST be inserted before and after the minus sign. e.g. 15 - 74 means a number between (and including) 15 and 74 is acceptable. Where a range includes negative values it should be set out as -45 - -25. For a small numeric range you can also use a comma e.g. 1,2,3 meaning 1 or 2 or 3.
^ (Carat)	In front of a word, number, or field means that this is the default value which appears on opening the form. e.g. ^CASH,ACCOUNT the word cash appears when opening the form but account is also acceptable.
{ }	Between these brackets a field code is inserted. See Chapter 7 of the User Manual for a list of field codes
/E	When added after a field name (outside the curly brackets), the value produced may be edited. e.g. {OCNAME} will return the patients occupation. {OCNAME}/E will do the same but allow you to edit it. You may have a patient recorded with an occupation as 'Retired', but need the form to include details of his previous occupation. You could then amend the entry to read say Driver (Retired). <i>Note that any information entered does not update the patient record. If this needs to be done it has to be done separately.</i>

Add / Delete Line

Adds a line above the current line or deletes the current line.

Lock Template

The **Lock Template** button stops any further modification being made to this template. If at some stage in the future you need to modify the template, the only way to do it is to make a duplicate template, give it a different reference and make the modification on that one.

Example of completed template

No.	Style	Colour	Heading / Question	Validation	Add Delete		No.	Style	Colour	Heading / Question	Validation
					Line	Line					
1	5	15	PATIENTS SHOE SIZE	HEADING	+	-	2	0	1		
3	0	1			+	-	4	0	1		
5	0	1	Patient Record Number	(PUSERREF)	+	-	6	0	1		
7	0	1	Occupation	(OCNAME)E	+	-	8	0	1		
9	0	1	Payment Method	*CASH,ACCOUNT,BLANK	+	-	10	0	1		
11	3	13	LEFT FOOT	HEADING	+	-	12	3	13	RIGHT FOOT	HEADING
13	0	1	Size	3 - 12	+	-	14	0	1	Size	3 - 12
15	0	1	Width	A,B,C,D,E,F	+	-	16	0	1	Width	A,B,C,D,E,F
17	0	1	Comments		+	-	18	0	1		

When you click on the **Assessment** button on the treatment screens, and then **New Assessment/Orthotic Prescription**, the description you entered for the template now appears on the pop-up menu. If you double click on this description the following appears and can be filled in.

Clinical Assessments

PATIENTS SHOE SIZE

Validation - CASH,ACCOUNT,BLANK

Assessment Date Re-assessment due Date

PATIENTS SHOE SIZE

Patient Record Number 00001
 Occupation RETIRED (DRIVER)
 Payment Method CASH

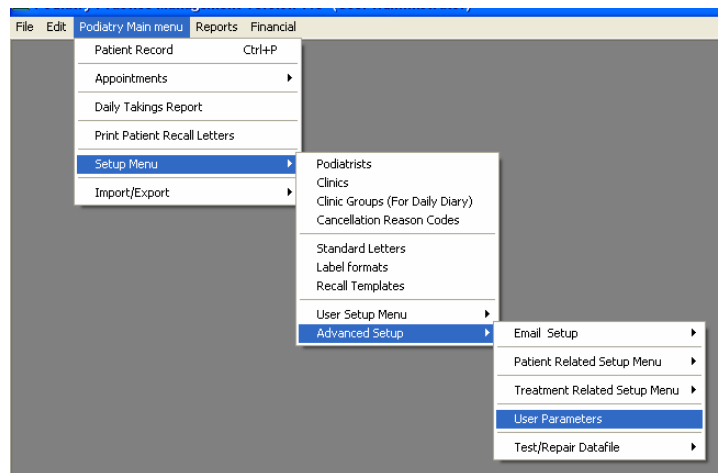
<p>LEFT FOOT</p> <p>Size <input type="text" value="6.5"/></p> <p>Width <input type="text" value="C"/></p> <p>Comments <input type="text" value="Likes Brown Shoes"/></p>	<p>RIGHT FOOT</p> <p>Size <input type="text" value="7"/></p> <p>Width <input type="text" value="D"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

CHAPTER 10 – MISCELLANEOUS SETUP

INTRODUCTION

This chapter describes the final two options on the “Advanced Setup” menu. These are the user parameters and the test and repair options.

USER PARAMETERS



The User Parameters screen allows you to amend the system to suit your hardware and the way of working in your practice. Except for the parameters described below, entries on this screen should not be changed without first contacting us.

The screen is held on two pages. Swap between them using the **>Page>** (to next page) and **<Page<** (to previous page) buttons at the foot of the page.

Page 1 – Patient, Appointment and General

Name and Address

Enter the name and address for your practice here.

Serial Number, Expiry Date and Version

Displays the version date of the software as well as the rental expiry and serial number.

Next Patient Record No

If you wish to allocate your own numbers or start from a different record number, you can edit the *Next Patient Record Number* field to the number of your next record number. If you don't want the computer to allocate a number at all, set the *Next Record Number* to 0. This should not be changed after you have started entering patient details.

VAT

If you are using the financial functions of the system, your VAT information must be entered here.

EXCEL Path and Filename

If you wish to export reports in Microsoft Excel format, enter the location of Excel here (e.g. 'C:\Microsoft Office\Office\Excel.exe', note that on some computers this may need to be entered in the 8.3 format e.g. 'C:\Micros~2\Office\excel.exe').

JPEG Folder

Enter the pathname where the system can locate your JPEG images of scanned in correspondence or digital camera views, which can then be linked to the patient records.

Backup/Zip Drive Path

Specify the path of the drive where you wish your backups to be made.

Patient warning message

Text entered here will be displayed at the bottom of the Patient Record screen if the patient has one of the conditions specified in the user defined page 2 of the patient record. (See Page 8-8 to define when the message will appear.)

Refresh daily appointment diary

Set this parameter to refresh the Daily appointment diary every X seconds to show if patients are in the waiting room. Typically this would be set to 30.

Diary colours

The colours for waiting patients and blocked out appointment times can be amended here.

Page 2 –Treatment

Treatment Preferences

Lock Treatment records after day(s) Lock Clinical Assessments after day(s)

Reload Treatment History after edit

Automatically Calculate Treatment Notes Display Treatment Codes Y/N

Select items in list with Single or Double Click Scroll Box Font Size (6, 7, 8 9 or 10)

Anatomical location prefix

Diagnosis prefix

Activity prefix

Medicaments prefix

Default Recall Period Prompt to confirm payment ?

Word - Allow same field to be used up to times

Fonts

Font 1 Font 2

Font 3 Font 4

Font 5

Most of the reports and listings use Font 1. Amending this will change the font on these reports
These fonts can also be amended in the Invoice Templates facility

Lock treatment and template records

This is the number of calendar days after entering a treatment or Clinical assessment before the record is locked by the system.

- To ensure that records can only be edited on the calendar day they are entered, enter ‘0’ here
- To allow editing on the calendar day after this (the default), enter ‘1’
- To allow editing on the subsequent day (and after), enter ‘2’ etc.

If this is your main record of treatments keep this value as low as possible.

Treatment prefixes

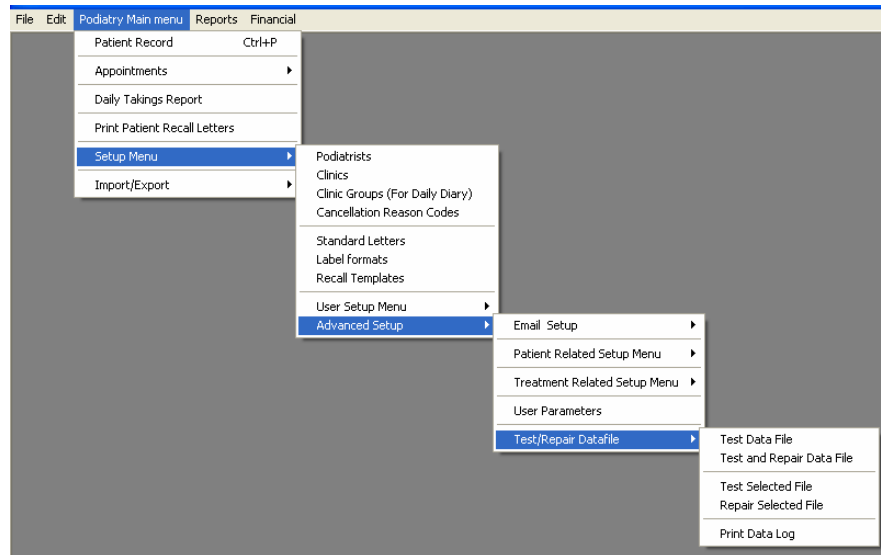
The wording in the four fields for prefixes (Anatomical to Medicaments), is the wording that appears in the *Calculated Treatment Notes* box on the detailed treatment screen.

Fonts

Five fonts can be selected from your windows installation which can then be used for standard letters and invoices.

TEST/REPAIR DATA FILE

Most of the items in this section are special routines to monitor the operation of your system. Apart from the items below they should not be run without reference to us as information we may need could be lost.



Test Data File and Print Data Log

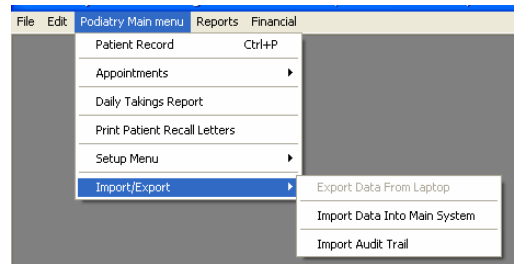
These routines check the data to see that it is complete and stored correctly. We suggest that you run these about once per month even though most customers never encounter any problems. First run the Test Data File routine, then Print the Data Log in landscape format. If nothing prints out then there were no errors; otherwise telephone Tynedale Computer Systems.

*Note: **DON'T PANIC** – Often the Data Log shows data as damaged. Usually this is something very trivial that does not require any action. Just occasionally there is a problem but this can almost certainly be fixed very quickly.*

CHAPTER 11 – IMPORT/EXPORT

INTRODUCTION

The information in this chapter only applies if your practice has a special laptop version of the system which enables limited data to be entered whilst away from the practice and then downloaded on to the main practice computer when you return.



EXPORTING AND IMPORTING DATA

The procedure for doing this is as follows:-

- 1 Copy the DataFile and library from the main computer to the laptop by whatever means is enabled at your practice. (The DataFile is the file 'Chirop.DF1' in the PPMS directory and the library is called CHIROP.LBR. If you have files 'Chirop.Df2', 'Chirop.Df3' etc. these should be copied as well.)
- 2 When the data has been copied to the laptop **you must immediately** open the Podiatry program on the laptop. Once it has opened you can either close it down or continue to work with it.
- 3 On the laptop you can now work with the following programs:-
 - Patient Record screen, - to add or edit patient records
 - Add or Amend Treatments
 - Clinical Assessments
 - Doctors
 - GP Practices
 - Occupations
 - Emails may be added to the queue to be sent from the practice.
 - Appointments for Laptop Clinics only.

- 4 Select “Export Data from Laptop” from the menu to copy the amended data on to a floppy disk for transfer back to the main computer. The Data is now no longer available on the laptop until you recopy the data back from the main computer. Ensure the amended data is on the main computer before doing this. Once the Export Data item has been run from the laptop the only menu item available is “Export Data from Laptop”. This enables you to re-export the data should there be a problem with the floppy disk.

- 5 At the main computer insert the floppy disk you used in step 4 above and select “Import Data into Main System”.

CAUTION: The data on the floppy disk used in transferring the data back to the main computer is in standard text format. If you have made a mistake in entering data **DO NOT** attempt to correct it at this stage by using a text editor. An error could cause serious and irrecoverable damage to the data. Correct the mistake when the data is back on the main machine.

Working on main computer while Data on Laptop

When the data is imported back from the laptop, the program checks the date of the last edit of each record and compares it with the date before the data was first exported. If the last edit date on data from the laptop has changed it will import this version, unless for that record the last edit date on the main machine has also changed. In this case it will ask you which version of this record you want to keep. The other version is totally lost, as the two sets of edited data are not merged together. Please take this into account if you need to edit a record for a patient whose data may be modified on the laptop that day. (e.g. perhaps on a Domiciliary Visit).

IMPORT AUDIT TRAIL

This item is for use should a problem occur. It enables us to see what has happened to cause the problem and ascertain how to rectify it.

INDEX

>Page>	
Patient Record screen	3-13
Template	<i>8-7</i>
Account card.....	3-14
Accounting system	6-1
Customer/patient accounts.....	<i>4-1</i>
Patient account card.....	6-6
Purchaser/supplier accounts	<i>5-1</i>
Activation code.....	2-2
Activity field - set up.....	<i>9-3</i>
Add basic treatment.....	4-5
Add detailed treatment	4-8
Add patient	3-8
Address labels.....	<i>2-12</i> , 7-13
Aged creditors and debtors	<i>6-3</i>
Analysis codes	<i>3-2</i>
Breakdown.....	<i>6-5</i>
Budget.....	<i>3-3</i>
Anatomical locations - amend list	<i>9-4</i>
Appointments	5-1
Add appointment time	5-15
Book using calendar diary	5-8 , 5-11
Book using daily diary.....	5-17
Cancel using calendar diary.....	5-12
History	<i>2-11</i> , 3-11 , 5-1
New diary sheets.....	5-2
Reports.....	<i>2-11</i>
Times - first and last.....	2-5
Audit trail	
Cashbook	<i>6-4</i>
Journal	<i>6-4</i>
Purchase.....	<i>6-2</i>
Sales.....	<i>6-2</i>
Back up	
Data.....	8-7
Path.....	<i>10-3</i>
Boxes	1-8
Buttons.....	1-9
Calendar diary	5-8
Appearance	5-15
Book appointments.....	5-11
Clinics.....	5-9
Double appointments.....	5-13
Layout of screen	5-8
Reserving appointments	5-13
Select date.....	5-10
Cancellation reason codes	8-5
Cashbook	<i>7-1</i>
Chairs.....	2-5 , 2-6
Change booked podiatrist.....	5-7
Change password.....	8-7
Clinical assessments	4-6
Set up.....	<i>9-6</i>
Clinics	
Advanced set-up	8-5
Amend list	8-3
Groups	5-24 , 8-4
Initial set up.....	2-5
Colours	
Diary colours	<i>10-3</i>
Font colours.....	<i>4-13</i>
Correspondence	7-1
Field codes.....	7-19
History	3-11 , 7-9
See also "Standard letters"	7-1
Using Word	7-14
Customers	
Accounts	<i>4-1</i>
Customers	
List.....	<i>4-9</i>
Daily appointment diary	5-17
Book appointments.....	5-20
Layout of screen	5-18

Page numbers in **bold** refer to the User Manual

Page numbers in *italics* refer to the Advanced Manual

PPMS ADVANCED MANUAL

Daily takings report.....	6-8	Journal entries	7-3
Delete		JPEG folder	10-3
Example data.....	2-3	Laptop	11-1
Receipts or payments	<i>4-10, 5-10</i>	Ledger	6-1
Desktop	1-7	Print.....	<i>4-9, 5-9</i>
Diagnosis - amend list.....	9-2	Left click	1-7
Diary sheets		Letters	<i>See Correspondence</i>
Blank screen.....	5-14	History.....	3-11
Create ad hoc sheets	5-4	Standard letters.....	7-1
Create weekly sheets	5-2	List	
Delete	5-6	Customers	4-9
Initial set up.....	2-6	Suppliers	5-9
Digital images	7-8	Live data.....	2-3
Treatments.....	4-7	Locking	
E-mail.....	7-1	Templates.....	9-9
Patient's address	3-5	Treatment records	10-4
Recalls.....	7-17	Treatments records.....	4-1
Send button	3-14	Login	8-7
Sending.....	7-16	Manuals.....	1-1
Example data.....	2-3	Medical conditions - amend list.....	8-2
Excel.....	<i>2-1, 10-2</i>	Medicaments - amend list	9-2
Exporting data	<i>11-1</i>	Medication - amend list	8-3
Fees	<i>9-5, 4-6, 6-2</i>	Menus.....	1-3
Feet views	4-9	Edit.....	1-4
Fields.....	1-8	File	<i>1-4, 1-3</i>
Financial utilities.....	7-7	Financial.....	<i>1-3, 1-6</i>
Financial year - initial set up.....	2-7	Podiatry Main.....	<i>1-5, 1-4</i>
Fonts.....	<i>4-13, 10-4</i>	Reports	<i>1-2, 1-5</i>
GP practices - amend list	8-4	Month end	<i>7-5, 7-6</i>
GPs - amend list.....	8-5	Nominal analysis	
Importing data.....	<i>11-1</i>	Breakdown	6-5
Invoices	6-4	Codes.....	3-2
Automatic.....	6-1	Occupation types - amend list.....	8-5
Pay invoice button.....	<i>5-3, 5-7</i>	Outcomes - amend list	9-4
Purchase/supplier	5-2	Overdue account letters.....	<i>4-11</i>
Reprint.....	4-9	Parameters	
Sales/customer	4-2	Accounts.....	7-4
		Calendar diary	5-15
		User	10-1

Page numbers in **bold** refer to the User Manual

Page numbers in *italics* refer to the Advanced Manual

Password.....	8-7	Statements.....	<i>6-3</i>
Patient account card.....	6-6	Purchase invoice.....	<i>5-2</i>
Patient accounts.....	<i>4-1</i>	Quick set-up	
Patient categories.....	3-6	Clinics.....	2-5
Amend list.....	<i>8-5</i>	Podiatrists.....	2-4
Patient recalls.....	4-3, 7-6	Routines.....	2-4
Create new sequence.....	7-12	Referrals.....	3-6
Patient Record		Amend list.....	<i>8-5</i>
Create new.....	3-2	Remittance advice notes.....	<i>5-11</i>
Edit.....	3-4	Repair data file.....	<i>10-5</i>
Layout.....	3-2	Report generator.....	<i>2-1</i>
Record number.....	3-4	Reports	
Screen.....	1-8, 3-1	Appointments.....	<i>2-11</i>
Set up options.....	<i>8-1</i>	Letter.....	<i>2-2</i>
Warning message.....	<i>10-3</i>	Patient list.....	<i>2-2</i>
Patient treatment history box.....	4-3	Patient totals.....	<i>2-2</i>
Patient waiting.....	5-14, 5-22	Sorting.....	<i>2-6</i>
Refresh screen.....	<i>10-3</i>	Sub-totals.....	<i>2-7</i>
Patients - list.....	<i>4-9</i>	Treatment list.....	<i>2-2</i>
Payment		Treatment totals.....	<i>2-2</i>
Allocate.....	<i>4-6, 5-7</i>	Wildcards.....	<i>2-8</i>
Delete/reverse.....	<i>4-10, 5-10</i>	Reverse receipt or payment.....	<i>4-10, 5-10</i>
Full amount received.....	6-3	Sales invoices.....	<i>4-2</i>
Miscellaneous.....	<i>7-1</i>	Scanned correspondence.....	7-8
Partial amount received.....	6-4	Scanned images.....	7-8
Received.....	<i>4-6, 6-7</i>	Screen resolution.....	2-1
Set up types.....	<i>9-6</i>	Screens.....	1-8
Period end.....	<i>7-5, 7-6</i>	Serial number.....	<i>10-2, 2-2</i>
Podiatrists		Set up	
Advanced set-up.....	<i>8-4</i>	Anatomical locations.....	<i>9-4</i>
Amend list.....	8-2	Back up path.....	<i>10-3</i>
Holidays.....	8-4	Clinical assessments.....	<i>9-6</i>
Initial set up.....	2-4	Clinics.....	<i>8-5</i>
Podiatry system - installation.....	2-1	Diagnosis.....	<i>9-2</i>
Pop-up menu.....	1-7	GP list.....	<i>8-5</i>
Previous medical history.....	<i>8-2, 3-14</i>	GP practices.....	<i>8-4</i>
Print.....	3-12	JPEG folder.....	<i>10-3</i>
Address labels.....	<i>2-12, 7-13</i>	Medical conditions.....	<i>8-2</i>
Ledger.....	<i>4-9, 5-9</i>	Medical history.....	<i>8-2</i>
Overdue account letters.....	<i>4-11</i>	Medicaments.....	<i>9-2</i>
Remittance advice notes.....	<i>5-11</i>	Medication.....	<i>8-3</i>
Reversed receipts or payments.....	<i>6-6</i>	Occupation types.....	<i>8-5</i>
Selection menu.....	3-12	Outcomes.....	<i>9-4</i>

Page numbers in **bold** refer to the User Manual

Page numbers in *italics* refer to the Advanced Manual

PPMS ADVANCED MANUAL

Patient categories	8-5	Test data file.....	10-5
Patient warning message	10-3	Titles - amend list.....	8-6
Payment types	9-6	Treatment	
Podiatrists.....	8-4	Activity box.....	4-9
Source of referrals.....	8-5	Activity box prefixes.....	10-4
Stock prices	9-5	Activity/Procedure field.....	4-10
Titles.....	8-6	Anatomy field	4-9
Treatment activities.....	9-3	Diagnosis field	4-9
Treatment data.....	9-1	Feet views	4-9
Treatment prices.....	9-5	History.....	4-3
Sorting records	2-6	Set up options.....	9-1
Standard letters.....	7-1	Treatment fees.....	6-2
Content.....	7-3	Amend list.....	9-5
Create new.....	7-10	Treatment information	
Field codes	7-19	Define locking delay	10-4
Printing.....	7-5	Locking	4-1
Templates	7-2	Treatment screens	
Statements	6-3	Basic treatment screen	4-5
Stock prices	9-5	Detailed treatment screen.....	4-8
Suppliers		Set up detailed screen.....	9-1
Accounts.....	5-1	Treatment history screen.....	4-2
List	5-9	Treatments.....	3-10, 4-1
System set-up.....	2-1	Add treatment information.....	4-2
Tabs.....	1-7	Amend information	4-3
Templates		Enter basic treatment.....	4-6
Clinical assessments.....	9-6	Enter detailed treatment	4-9
Invoice.....	4-12	Trial balance.....	6-6
Locking	9-9	User groups	8-6
Page 2 of patient record	8-7	User parameters	10-1
Standard letters.....	7-2	Validation of field contents.....	1-10
Statements	4-12	VAT	10-2, 6-3
		Rates.....	7-4
		View scanned images.....	3-11
		Year end.....	7-4, 7-6

Page numbers in **bold** refer to the User Manual

Page numbers in *italics* refer to the Advanced Manual