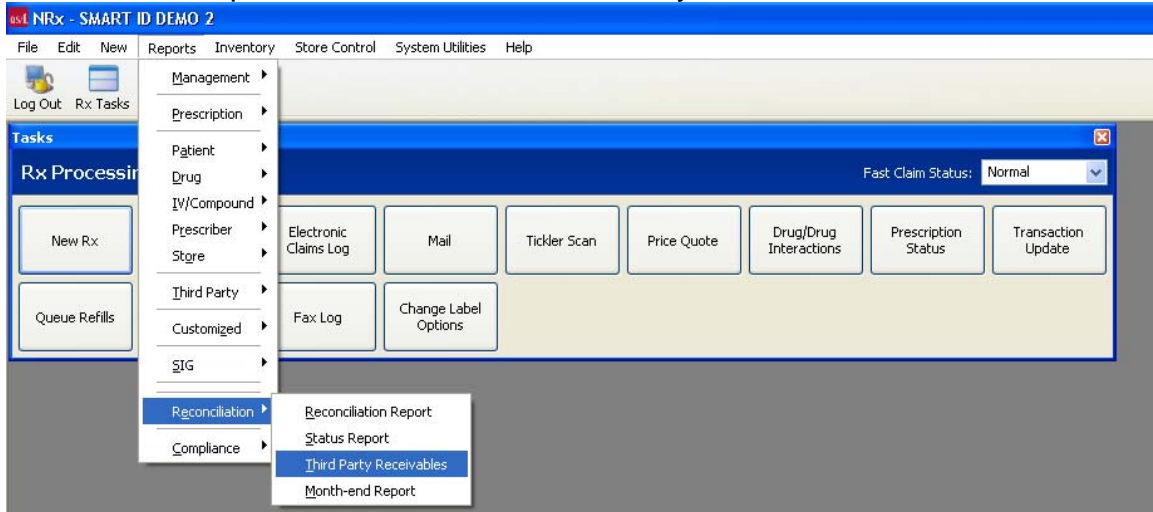
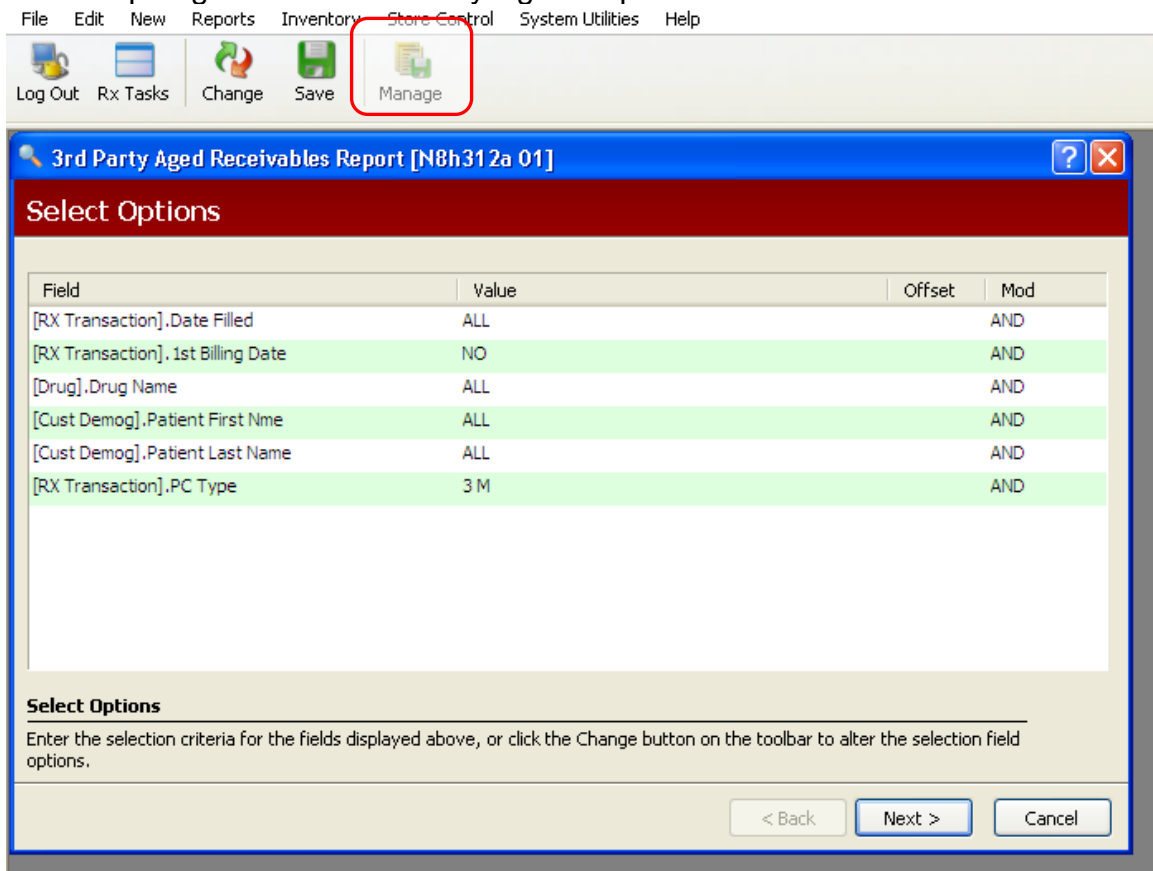


How to Set Up and Run the Secondary Aged Receivable Report

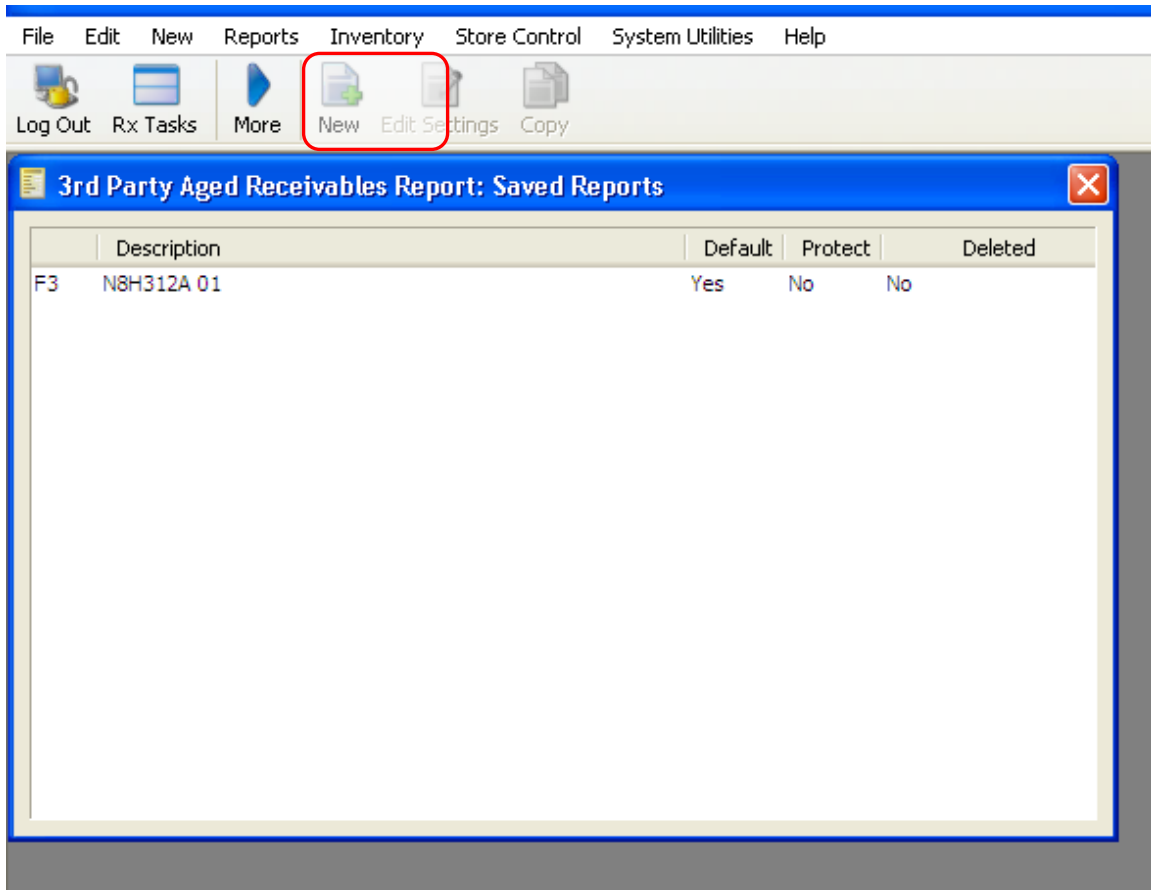
1. Go to Reports, Reconciliation, Third Party Receivables.



2. The Following Screen will pop up. You will need to click on Manage at the top to get to the Secondary Aged Report



3. If the Secondary Aged Report is not listed you will need to click NEW to add in the report.



4. The following Screen will pop up. Enter the name of the Secondary Aged Report and click SAVE

New Report Version

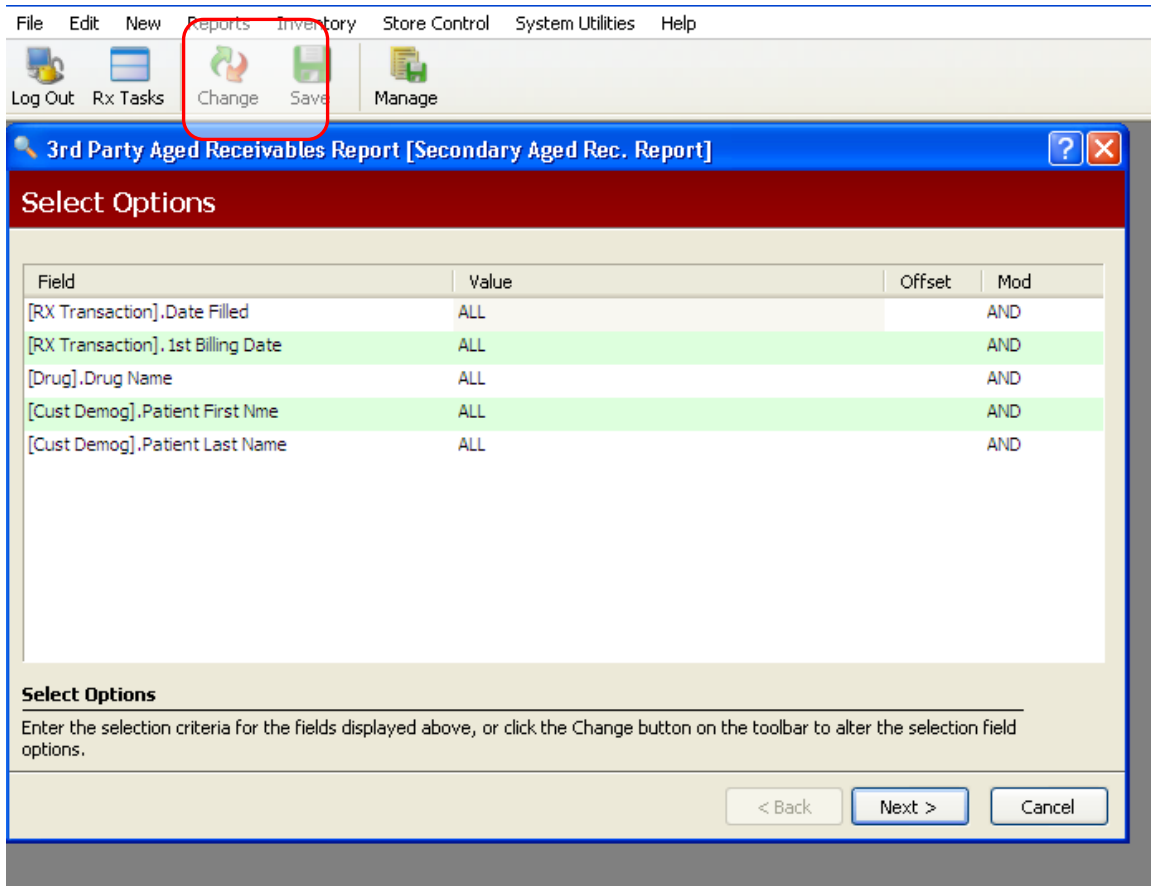
Description	Default	Protect	Deleted
F3 N8H312A 01	Yes	No	No

Edit Report Settings

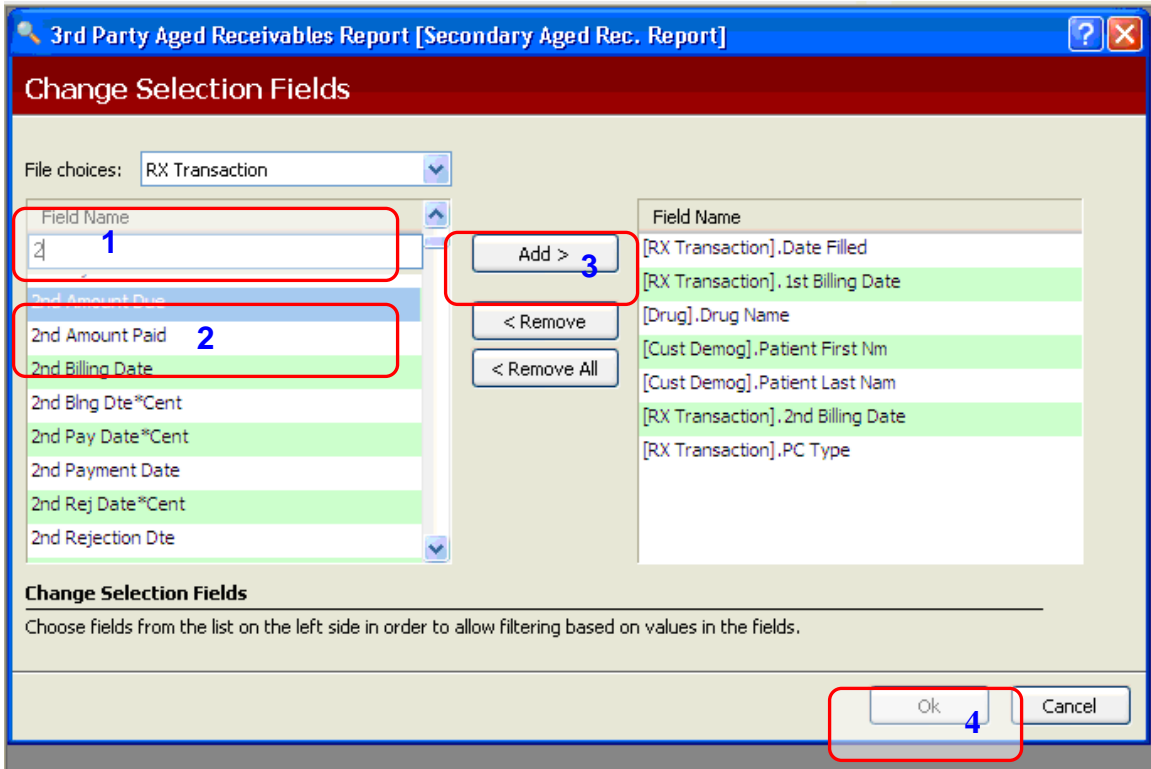
Title:

Default Protect

5. The following screen will pop up. You will need to change some of the Sort Options. Go to the top and click Change.



6. The following screen will pop up. You will need to ADD the 2nd Billing date and PC Type. To do this enter 2nd Billing Date into the Field Name(1) then click on 2nd Billing Date (2), then click Add (3). Repeat the steps to add the PC TYPE. Then click OK. (4)



7. The following Screen will pop up. You will need to update the Values for the 2nd Billing Date to “Yes” (1) and PC Type to “3 M” (2), click SAVE (3) then click NEXT (4)

File Edit New Reports Inventory Store Control System Utilities Help

Log Out Rx Tasks Change Save Manage

3

3rd Party Aged Receivables Report [FC... Report] Report Management (Ctrl+M)

Select Options

Field	Value	Offset	Mod
[RX Transaction].Date Filled	ALL		AND
[RX Transaction].1st Billing Date	ALL		AND
[Drug].Drug Name	ALL		AND
[Cust Demog].Patient First Nme	ALL		AND
[Cust Demog].Patient Last Name	ALL		AND
[RX Transaction].2nd Billing Date	YES	1	AND
[RX Transaction].PC Type	3 M	2	AND

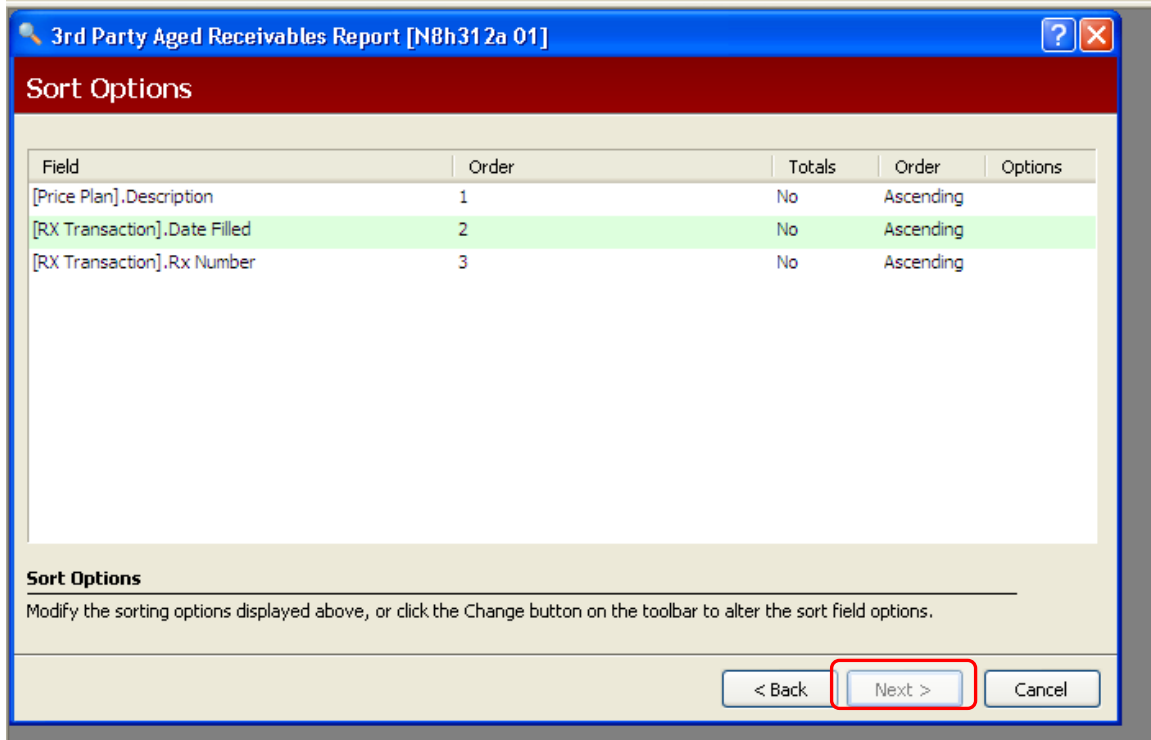
Select Options

Enter the selection criteria for the fields displayed above, or click the Change button on the toolbar to alter the selection field options.

< Back Next > Cancel

4

8. The following screen will pop up. You do not need to change anything on this screen. Click Next



9. The following Screen will pop up. You will need to change the Values for Secondary Clms? to "Yes" (1) and Tertiary Clms? to "NO" (2) then click SAVE (3). Then enter the date you want for the Month Ending "032311" (4) then click Finish (5)

File Edit New Reports Inventory Store Control System Utilities Help

Log Out Rx Tasks **3** Save

3rd Party Aged Receivables Report [Secondary Aged Rec. Report]

Print Option Values

Print Option	Value	Error Message
Current	YES	
Ov 30/60 Days	YY	
Ov 90/120 Days	YY	
Prt Dtl/Rejec?	YY	
Age By RF Dte?	NO	
Month Ending	032311 4	
Secndry Clms.?	YES 1	
Tertiary Clms?	NO 2	

Print Option Values
Enter values for the print options above, or accept the defaults and continue.

< Back **5** Finish Cancel

Your report will print and have the same information as the Primary Aged Receivable report.

If you have any questions please call your Smart ID Account Manager.