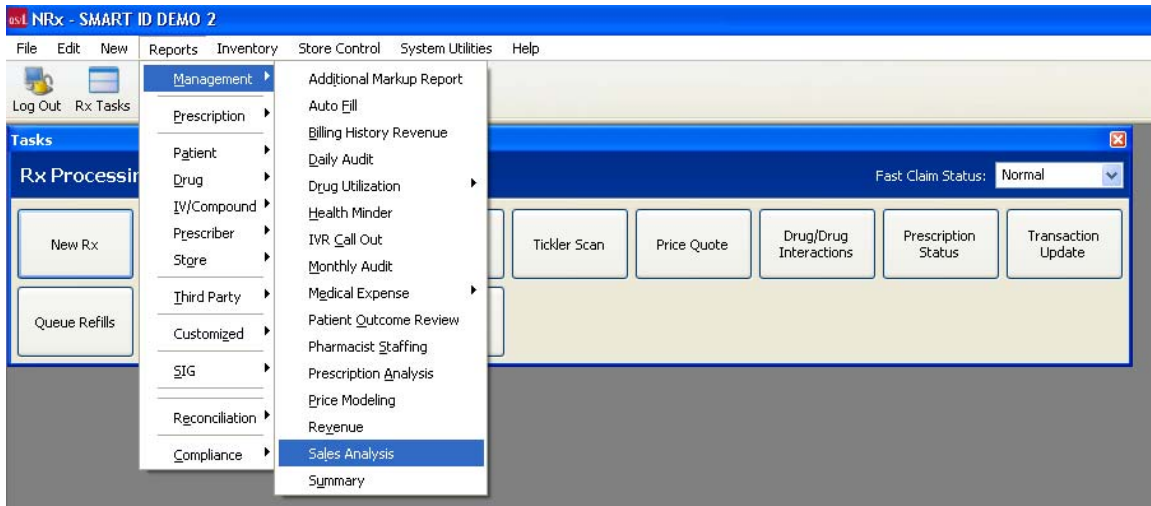
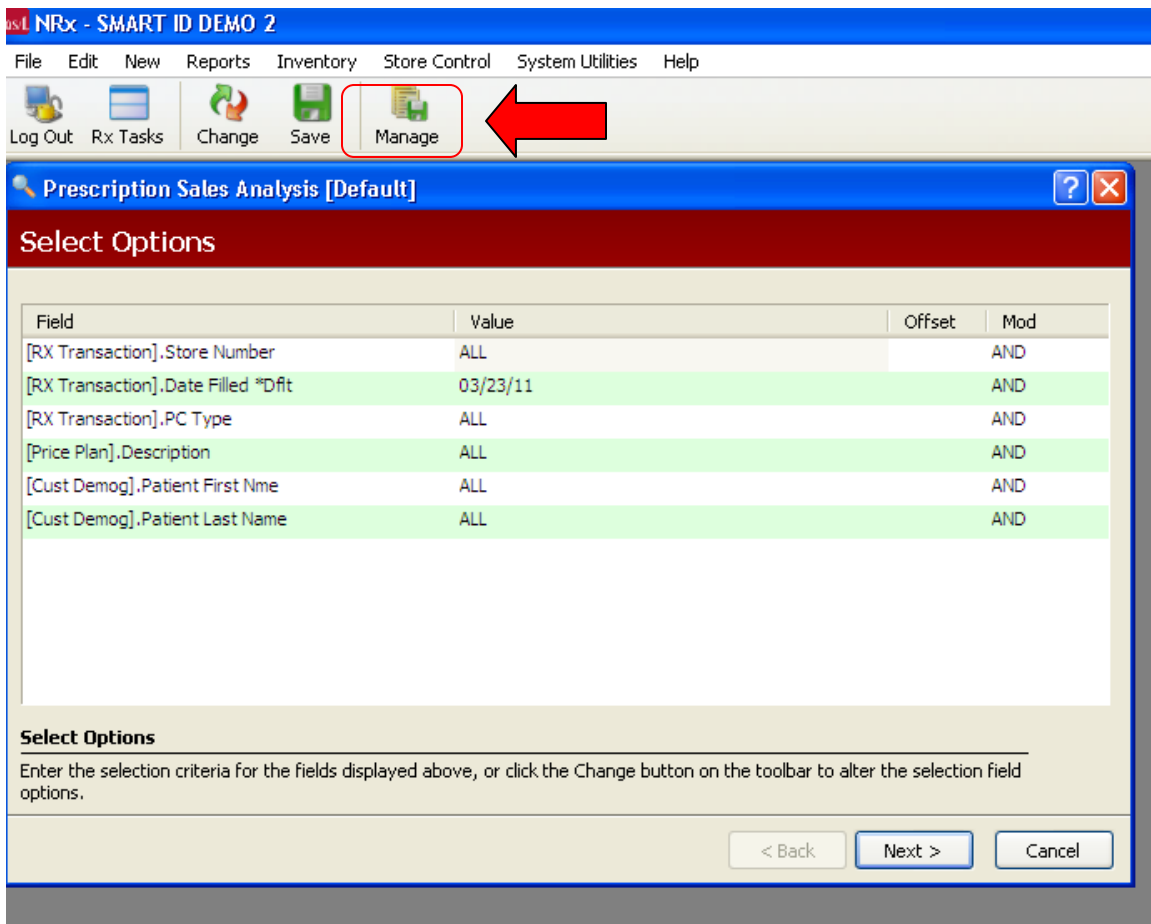


How to set up the VOIDING Report

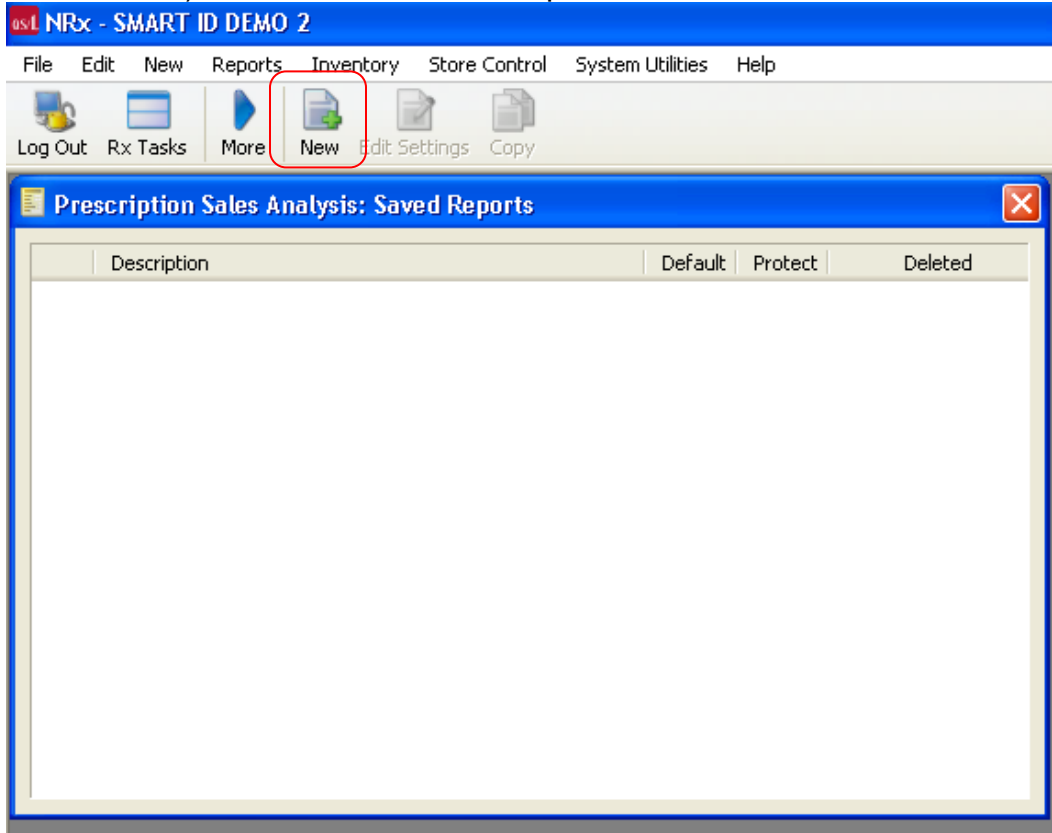
1. Go to Reports, Management, Sales Analysis



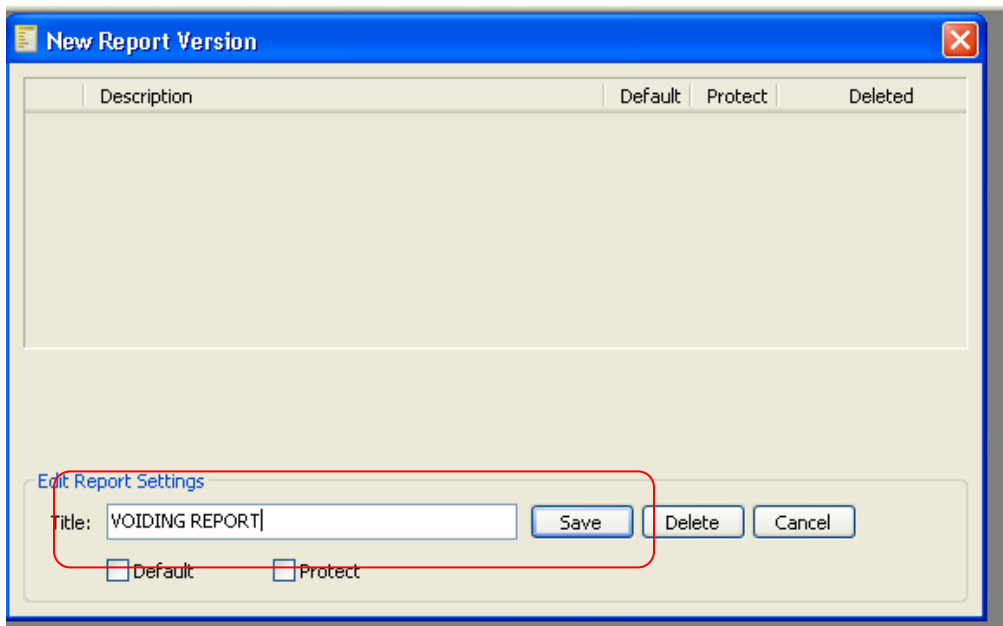
2. Then Click on Manage at the top



3. If you do not have the VOIDING report listed in the displayed screen (see below) then click NEW at the top.



4. After clicking NEW you will be prompted to enter the name of your new report. Enter VOIDING REPORT. Then click SAVE.



5. The following Screen will pop up. Go to the top and click on the Change button. We need to change some of the Sort Options

Prescription Sales Analysis [Voiding Report]

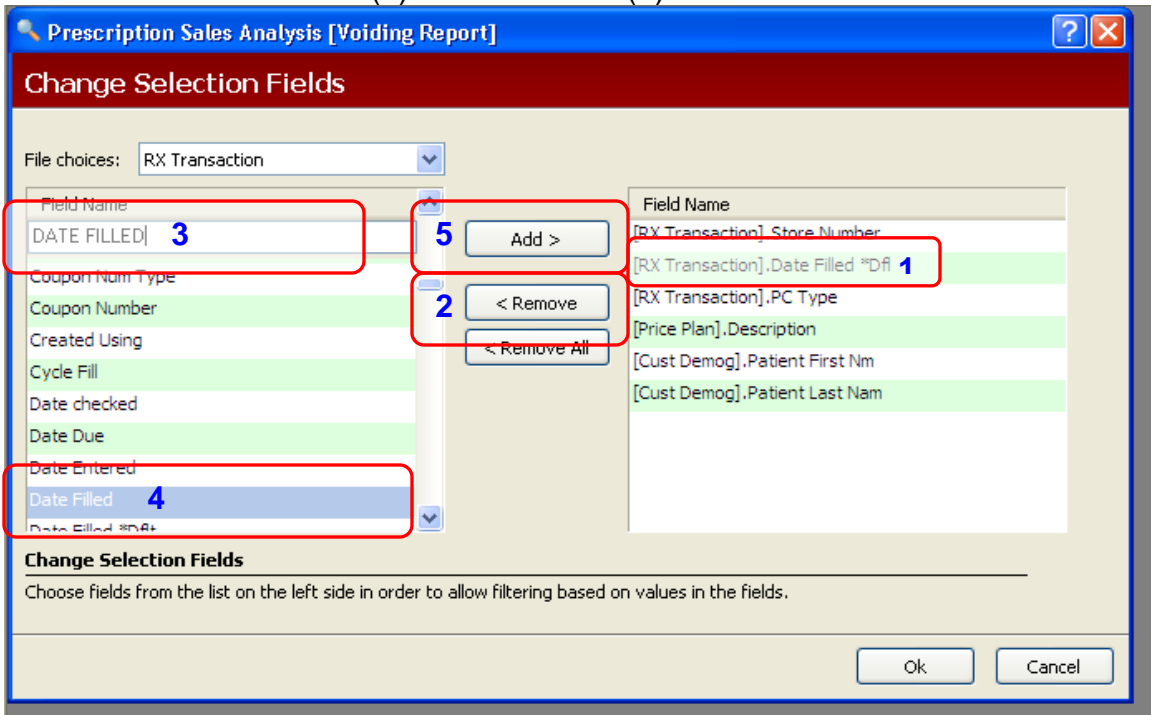
Select Options

Field	Value	Offset	Mod
[RX Transaction].Store Number	ALL		AND
[RX Transaction].Date Filled *Dft	03/23/11		AND
[RX Transaction].PC Type	ALL		AND
[Price Plan].Description	ALL		AND
[Cust Demog].Patient First Nme	ALL		AND
[Cust Demog].Patient Last Name	ALL		AND

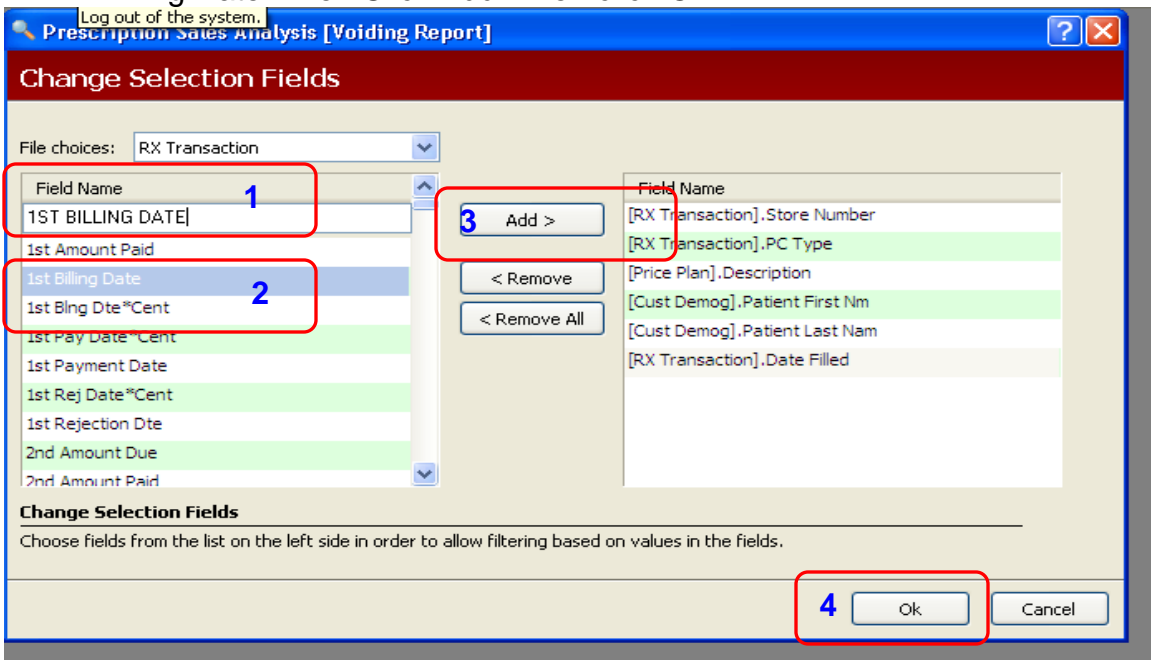
Select Options

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

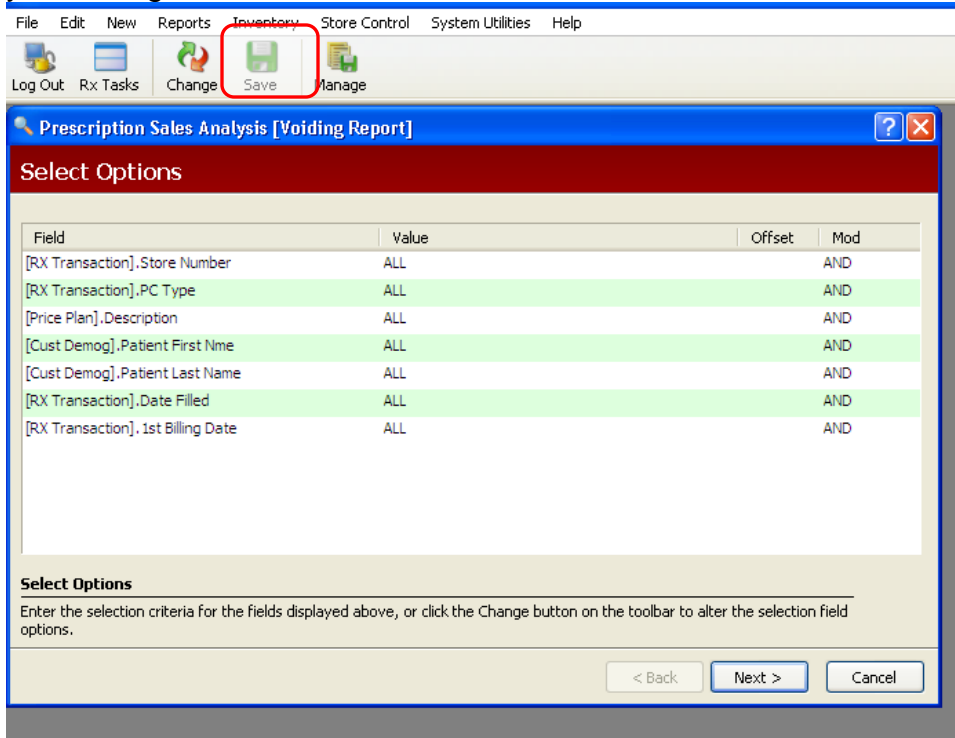
- The following Screen will pop up. You will need to Remove the [Rx Transaction] Date Filled *Dflt Option and replace it with [Rx Transaction] Date Filled. To do this click on the [Rx Transaction] Date Filled *Dflt (1) to highlight the option and then click Remove (2). To Add the [Rx Transaction] Date Filled enter DATE FILLED (3) in the Field Name in the, click on Date Filled (4) then click Add (5)



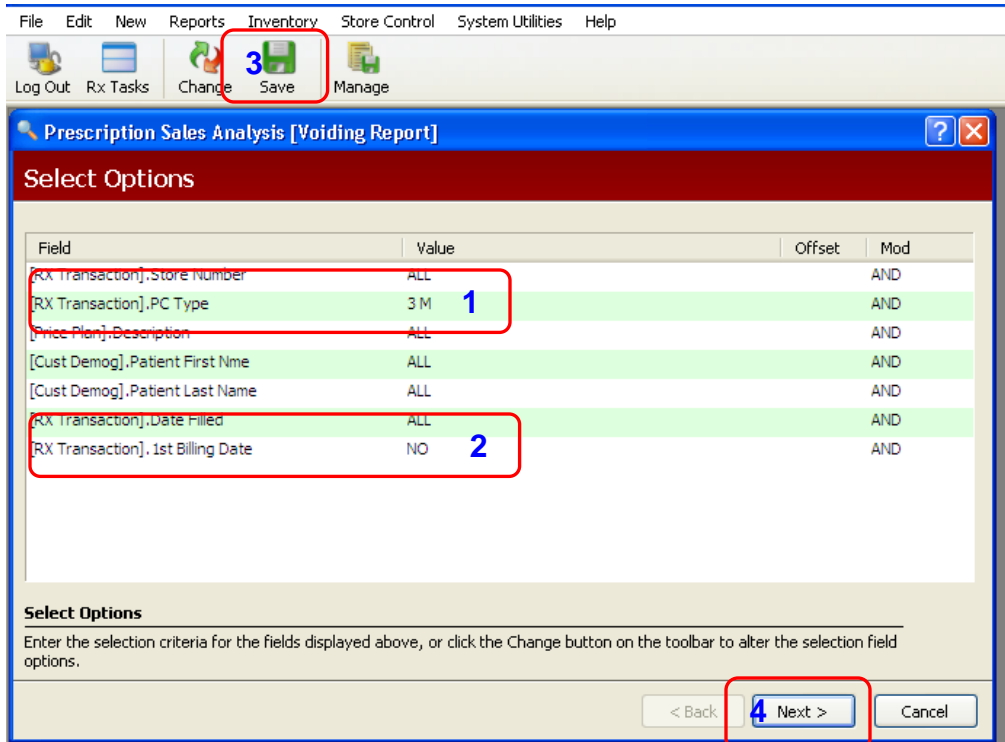
- You will need to add one more Sort Option. Under Field name enter 1st Billing Date. Then Click Add. Then click OK



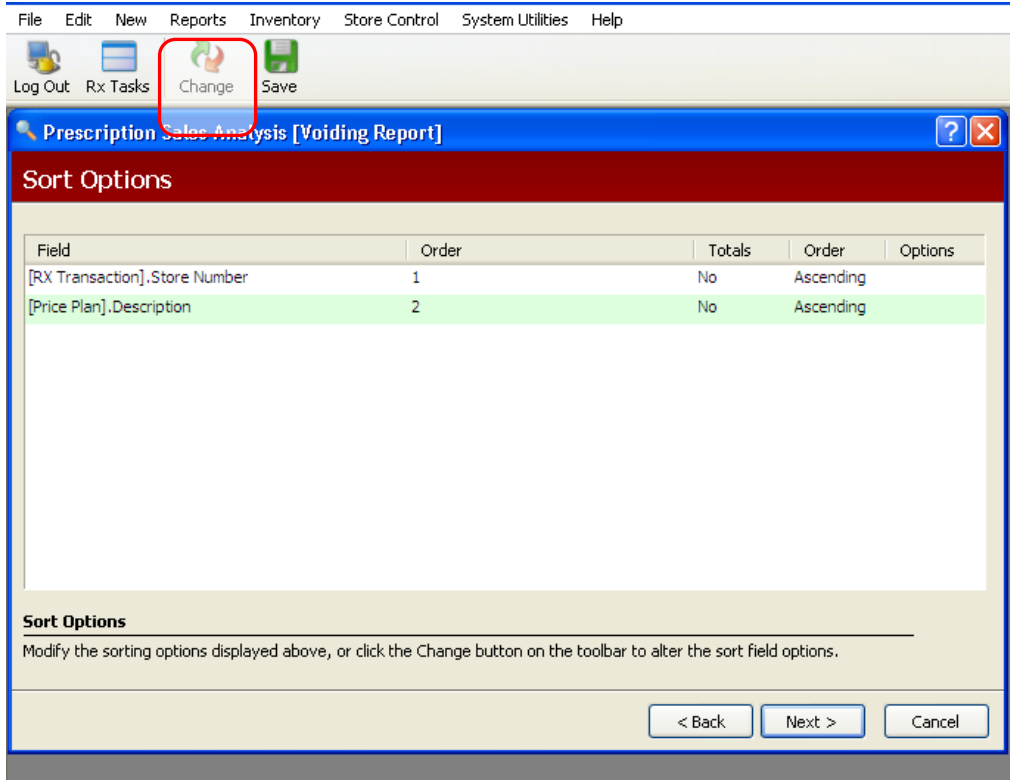
8, You will then see the following Screen Make sure you click SAVE to save all your changes.



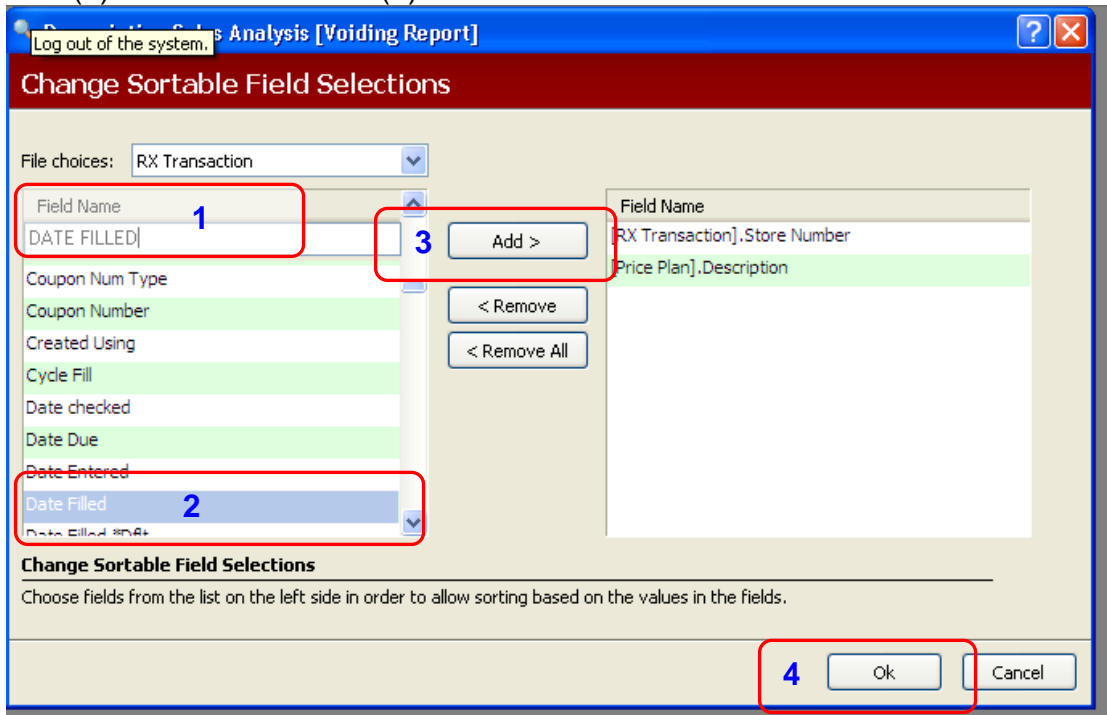
9, You will also need to make to Populate the values of [RX Transaction] PC Type (3 M) and [RX Transaction] 1st Billing Date (NO)to match the values below and click SAVE. Then click Next



10. You will then go to the Sort Options Screen.



11. We need to Add the Date filled Sort Option. To do this we need to click Change at the top of the screen. We will then have the following screen pop up. Type DATE FILLED into the Field Name (1). Click on Date Filled (2) then click Add (3) and then click OK (4)



12. The following Screen will pop up and you will need to change the order of the options and totals. To do this click on the order next to date filled and change it to 1 then change the Store Number to 2 and Description to 3 then click on NO under totals and change it to YES. Then click SAVE and NEXT

File Edit New Reports Inventory Store Control System Utilities Help

Log Out Rx Tasks Change Save **5**

Prescription Sales Analysis [Voiding Report] ? X

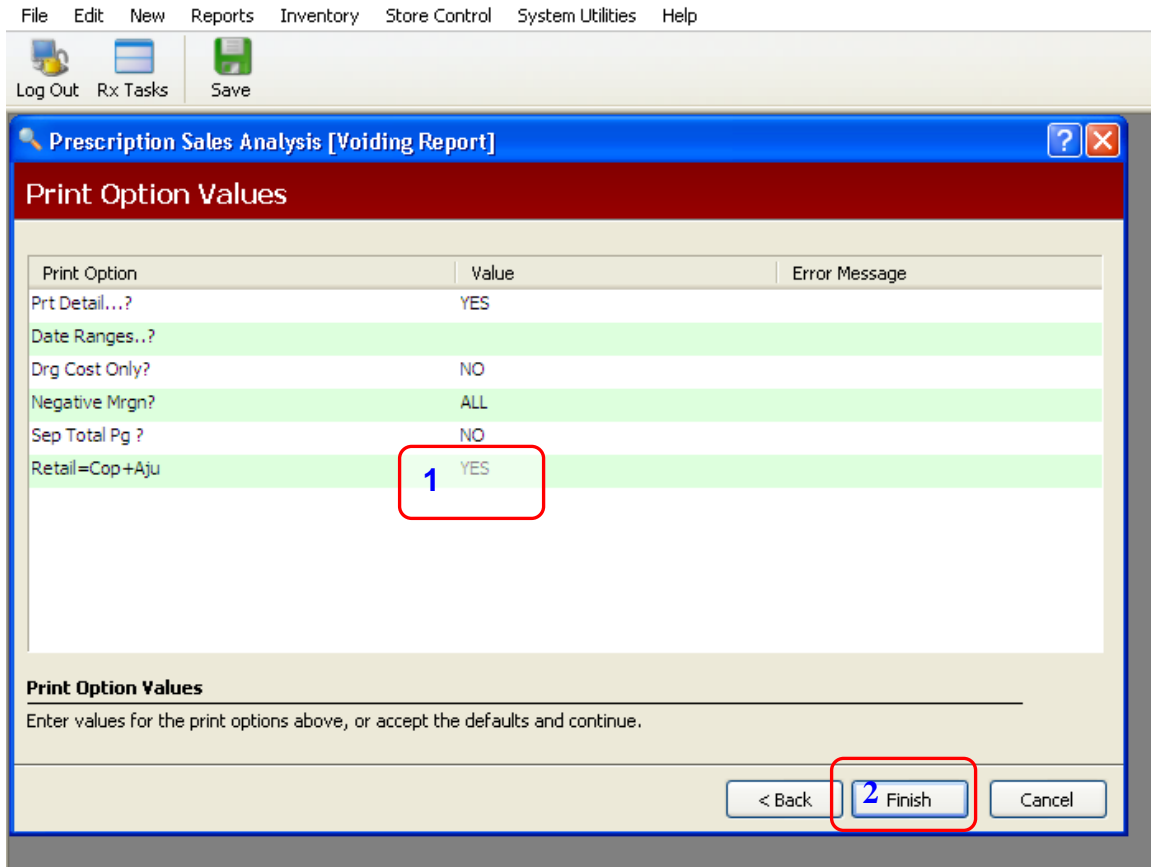
Sort Options

Field	Order	Totals	Order	Options
[RX Transaction].Date Filled	1 1	Yes 4	Ascending	
[RX Transaction].Store Number	2 2	No	Ascending	
[Price Plan].Description	3 3	No	Ascending	

Sort Options
Modify the sorting options displayed above, or click the Change button on the toolbar to alter the sort field options.

< Back Next > **6** Cancel

13. You will then come to the Print Options screen. Enter YES for the Value of Retail= copay + adjudication. Then click FINISH and the report will run for you.



The report will look like the Sales Analysis report but will only list those scripts that are rejected from any insurance company. You will need to VOID these scripts to have accurate reports regarding your Profit margins.

If you have any questions don't hesitate to call your Smart ID Works Account Manager.