



## Monthly Practice Summary Report

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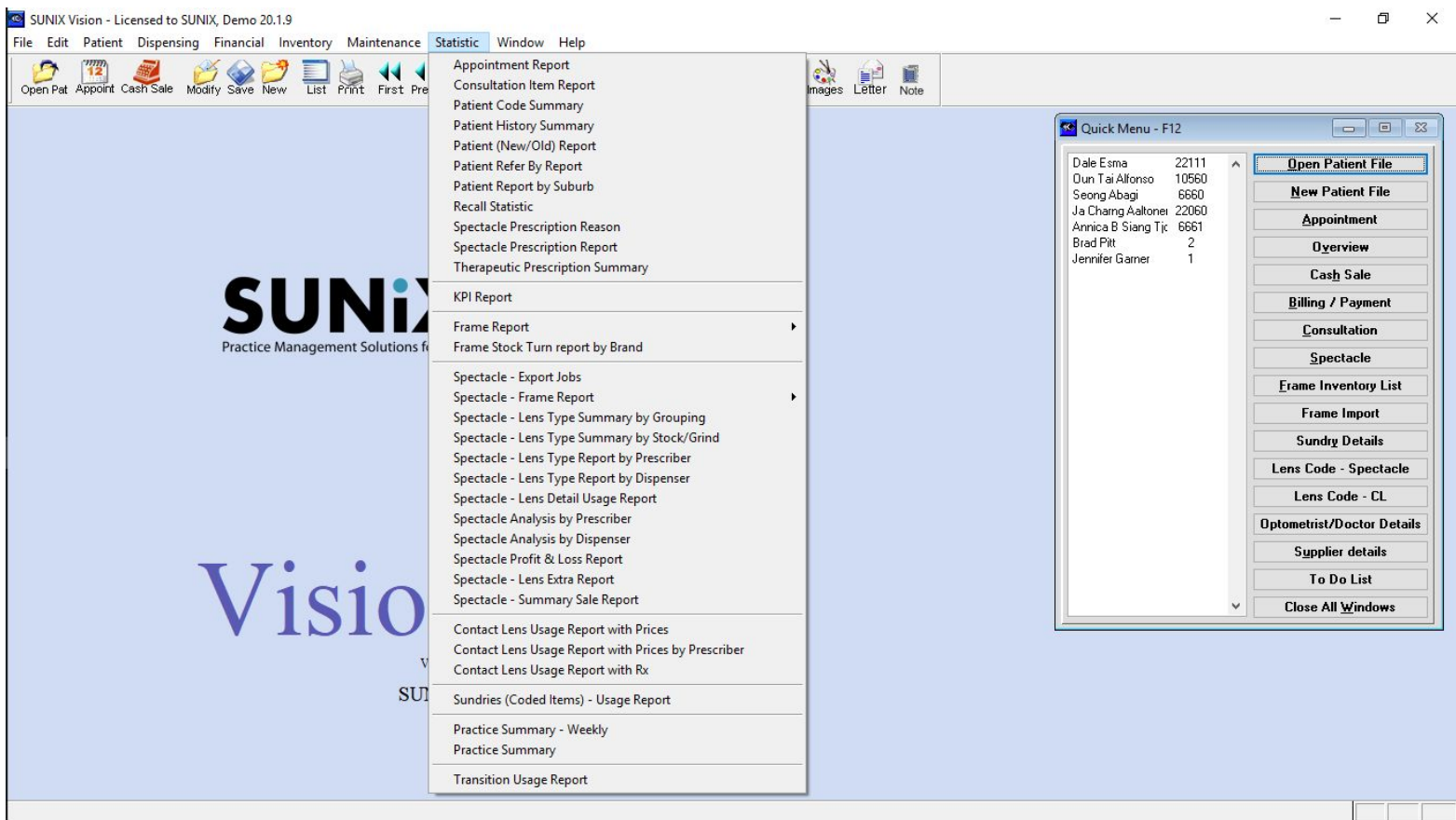


## Creating Monthly Sales Report

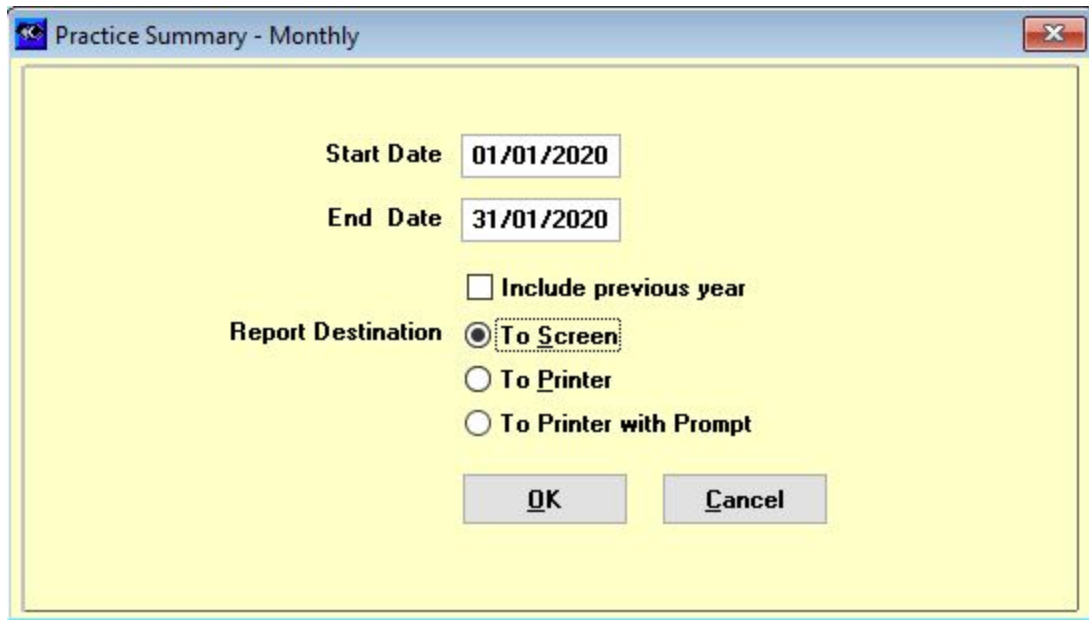
With the current situation caused by the COVID-19, here are the steps on how to create a monthly sales report. This practice summary report shows total sales, total payments received, total profit, number of patients received and number of consultations made during the specified period. By then, it is easy to compare the data before and during the outbreak, and can provide the exact figures on the impact on the business.

These reports may be useful when applying for Government assistance. Please refer to your Accountant and/or Government guidelines for information on whether your practice is eligible.

1. Open Sunix Vision, click on **Statistic**.



2. Click on **Practice Summary**.
3. A new screen will show, enter the **Start Date** and **End Date** and the **Report Destination**.



Practice Summary - Monthly

Start Date

End Date

Include previous year

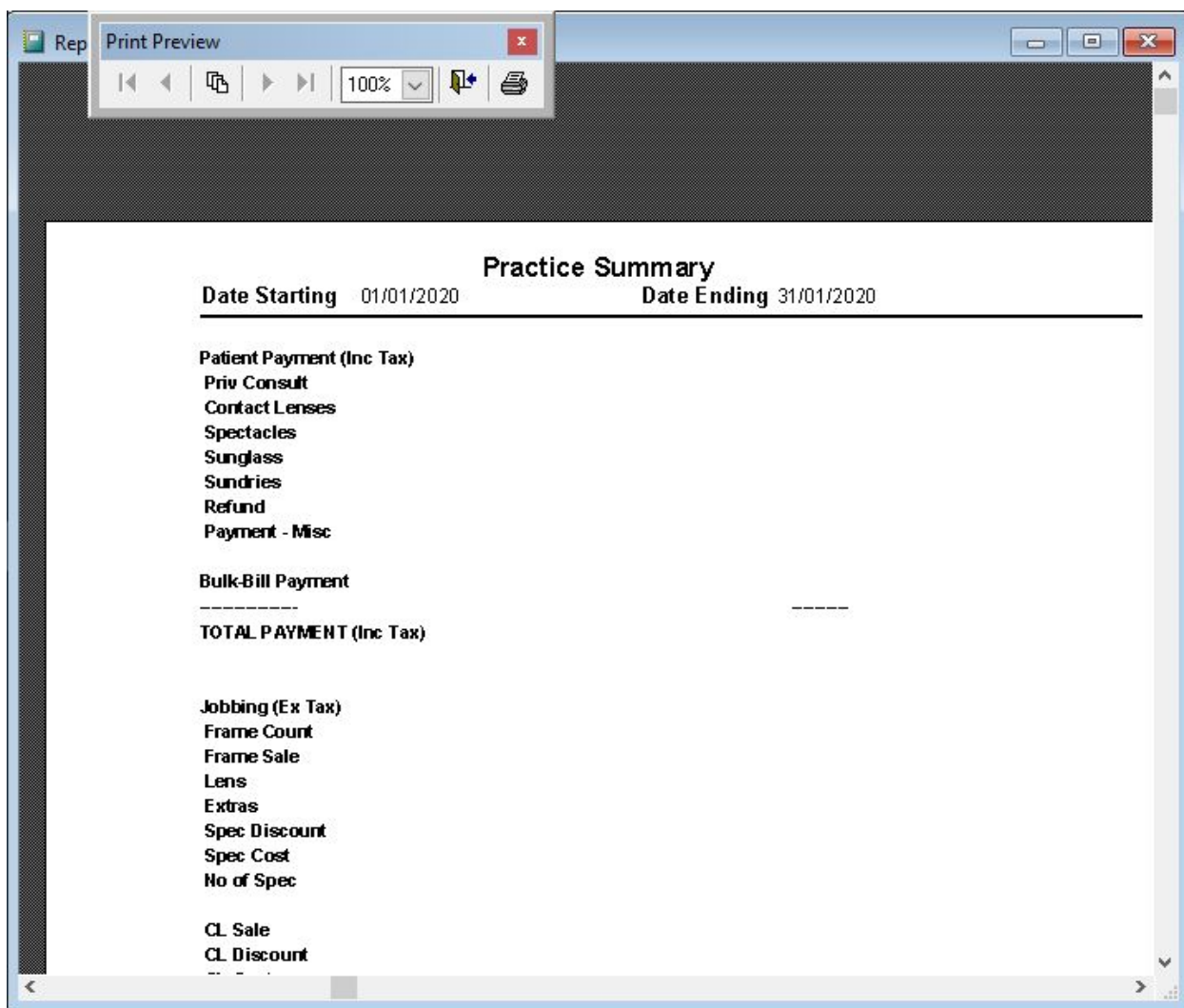
Report Destination

To Screen

To Printer

To Printer with Prompt

5. Click on **OK**.



A detailed report will show up, this includes:

- Patient Payments (Including Tax)
- Total Sale
- Total Cost
- Profit
- Number of Patients
- Number of Consultations