Netsmart
Helper

Helper Income Review Report

Contents

What is the Income Review Report?

The Income Review Report is a useful report that allows you to view your income for a specific time period. This report is especially helpful when trying to determine your yearly income for tax purposes.

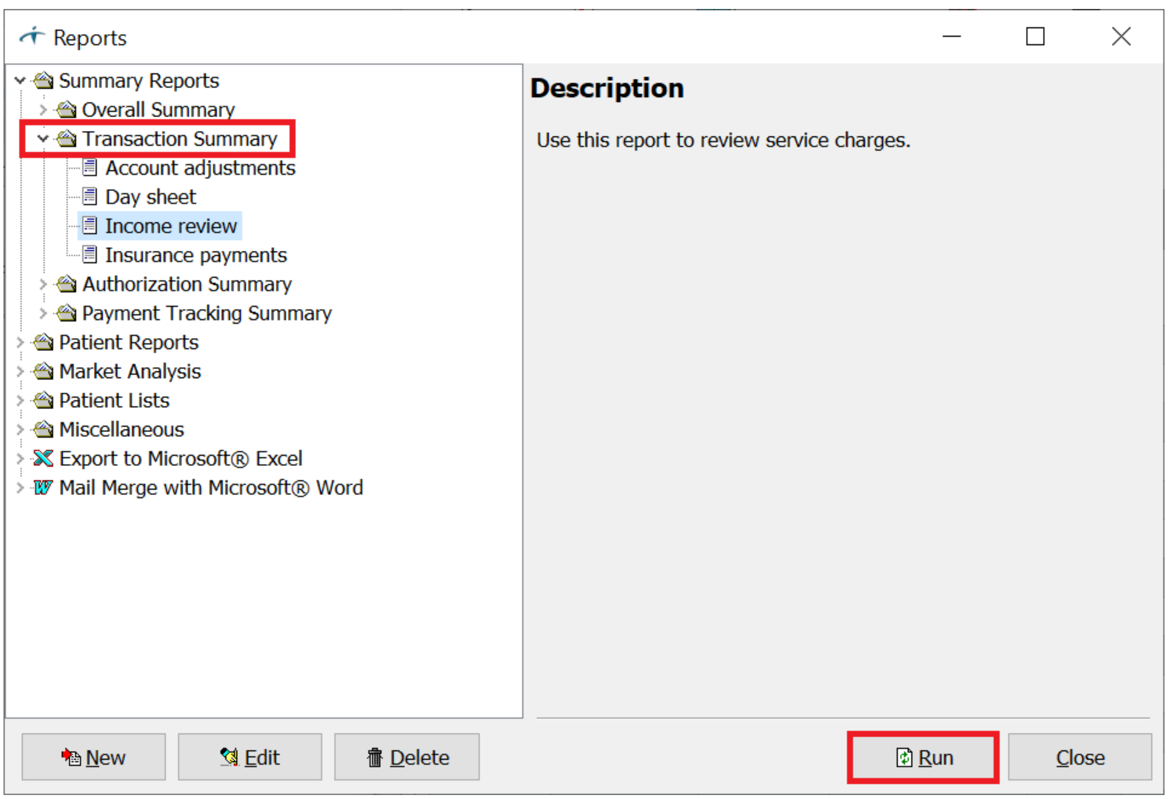
You can include any combination of the following options on the report:

- Sessions
- Payments
- Adjustments
- Interest Charges

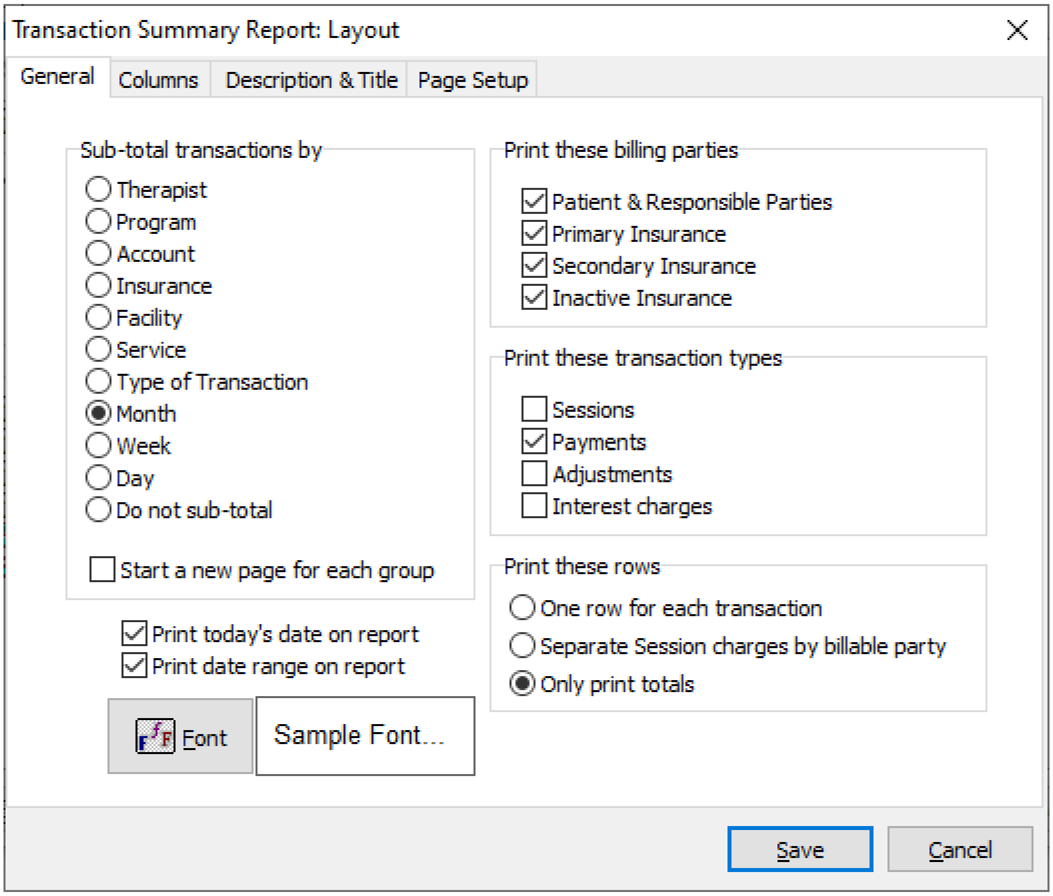
Running the Income Review Report

To get to the report in Helper please do the following:

1. Above the patient list click on "Reports"
2. In the Reports Window expand out "Transaction Summary"
3. Click on "Income Review" then click "Run".



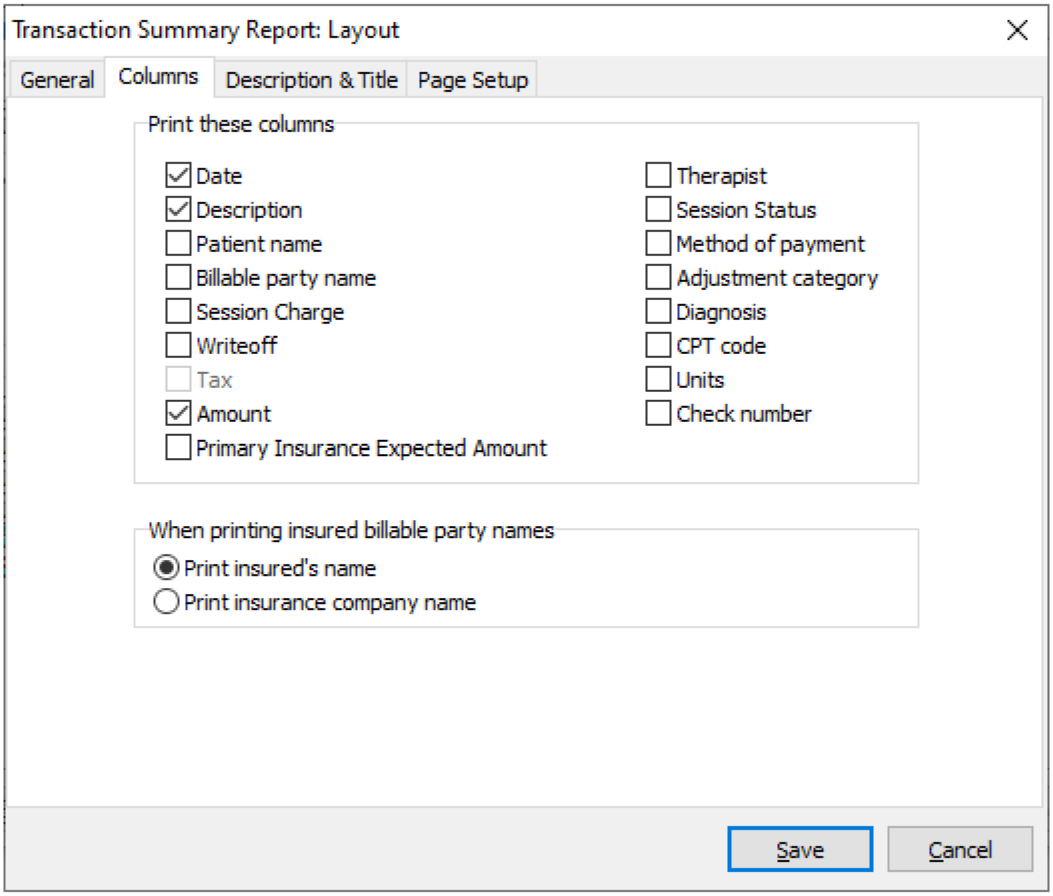
4. Click on the “Report Layout” button. When you do you will see the following screen:



Please set up your report so it mimics the screenshot above.

This layout will give the total income you collected from all parties, subtotaled by the month. If you rather have each payment listed individually (instead of monthly totals) then choose the option of “One row for each transaction” under “Print These Rows”.

5. Click the “Columns” tab (to the right of the “General” tab). When you do you will see the following screen:



This is where you can choose the columns you wish to display on the report. For this report, we recommend to only use the columns chosen above if you are wanting to see total payments. Once you have selected your columns click "Save" to close out of the report layout.

6. Lastly enter the date range you want to use under "Select Transactions". For example, if you are trying to determine your yearly income use a date range of 01/01/2021 to 01/01/2022 and then click "Preview". This should generate the report showing the totals for each month and then a grand total at the end of the report (see example below).

Oct 27, 2021

Income review

January 1, 2021 to January 1, 2022

Aug, 2021

Date	Description	Amount
Sub Total		($13,557.50)

Sep, 2021

Date	Description	Amount
Sub Total		($12,816.38)
Grand Total		($129,178.92)

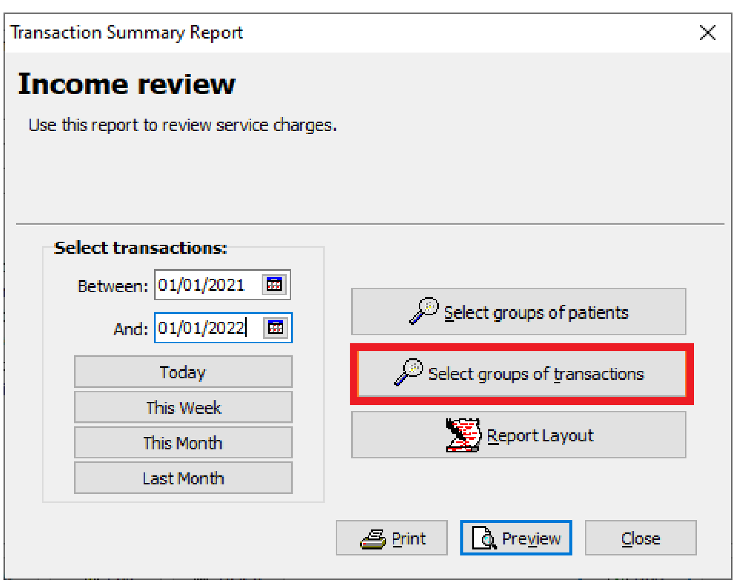
In this example we can see the totals for August & September followed by the grand total of income received for the year.

Again, if you want to see each payment listed individually then go back to Step 4 and update "Print These Rows" so "One row for each Transaction" is selected. The report will be much larger, but each payment will be individually listed in the report.

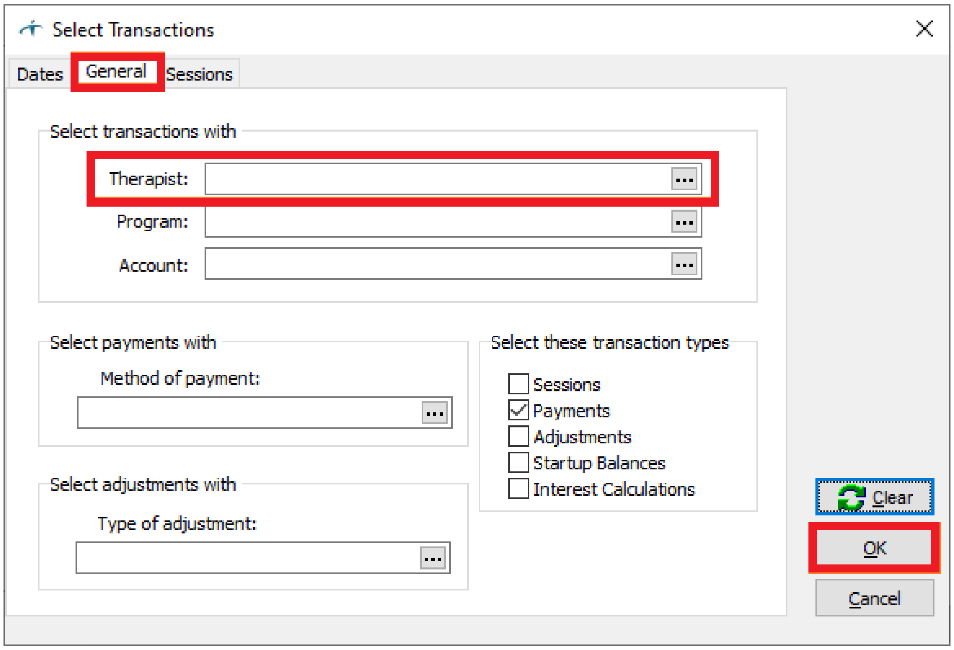
Running the Report for a Single Provider

If you have multiple providers in the practice and you want to run the report for just a single provider, you can do that by adding one additional step.

1. Go to the income Review window and click "Select Group of Transactions"



2. Click on the “General” tab and select your Therapist in the Therapist field and then click “OK”.



3. Enter your date range and run the report. The income reported will be for the specific provider you selected.

Hopefully this document has proven useful for you. If you have any other questions/concerns, please do not hesitate to contact the Helper Support team at 800-343-5737 (option #1).