



SoftDent Practice Management Reports

The Production by ADA Code Report

1. Click **Reports** in the main menu bar.
2. Select **Practice Management**.
3. Select **Production Reports**.
4. Select **By ADA**.
5. Select the desired output option.
6. Click **OK**.
7. Select the desired starting and ending transaction dates:
 - 1/1/2019- 12/31/2019
 - 1/1/2020- 12/31/2020
8. Select tall codes to be searched on.
9. Select the desired report format.
10. Select the providers to run the report for. Provider 999 indicates the report will be run for the entire office.
11. Click **OK**.

Collection Summary Report

1. Click **Reports** in the *main menu* bar.
2. Select **Practice Management**.
3. Select **Collection Reports**.
4. Select **Summary**.
5. Select the proper output option and click **OK**.
6. Select the proper date range for the report.
 - 1/1/2019- 12/31/2019
 - 1/1/2020- 12/31/2020
7. Select the necessary provider IDs for the report.
 - All Providers
8. Click **OK**.



Printing Single Fee Schedules

Run report for the practice fee schedule

1. Click **Reports** in the main menu bar.
2. Select **ADA / Trans/ Diag Codes**.
3. Select **Single Fee Schedule**.
4. Select the desired output option.
5. Click **OK** on the output options window.
6. Click **OK** on the ADA Codes report setup window.