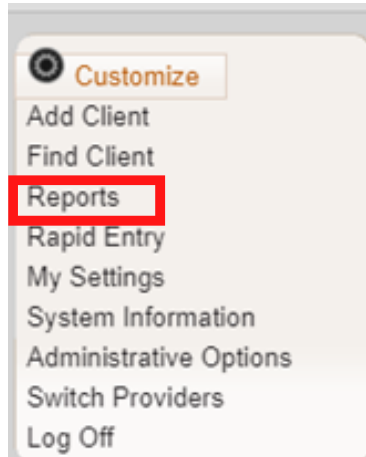
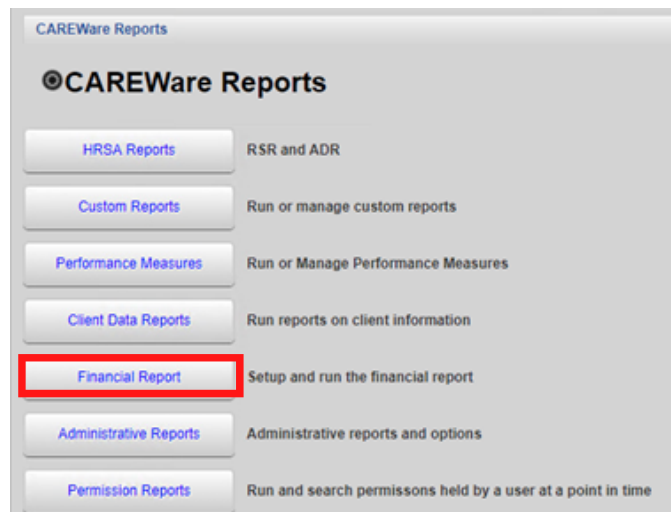


FINANCIAL REPORT

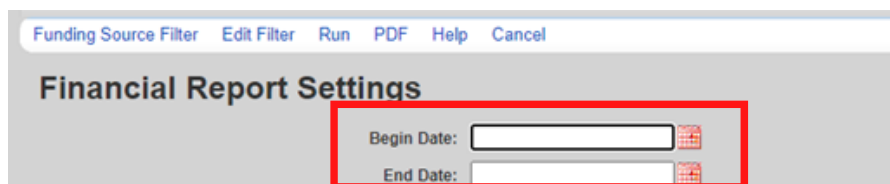
01 Select **Reports** from the main menu.



02 Select **Financial Report** from the Reports Menu.

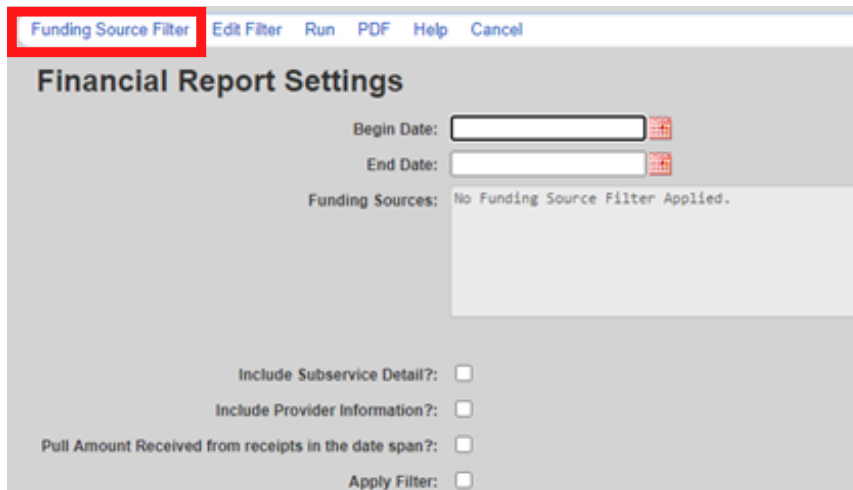


03 Select your Date Span.

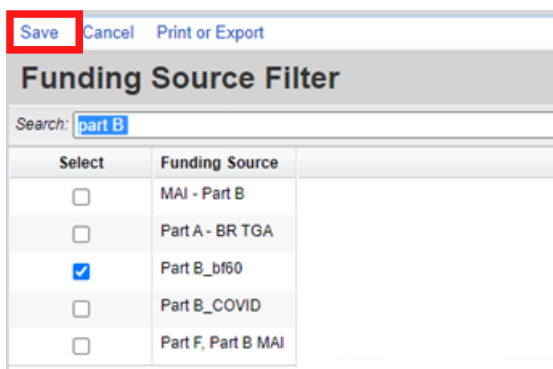


FINANCIAL REPORT

04 Click **Funding Source Filter**.



05 Select your funding source(s) and click **Save**.

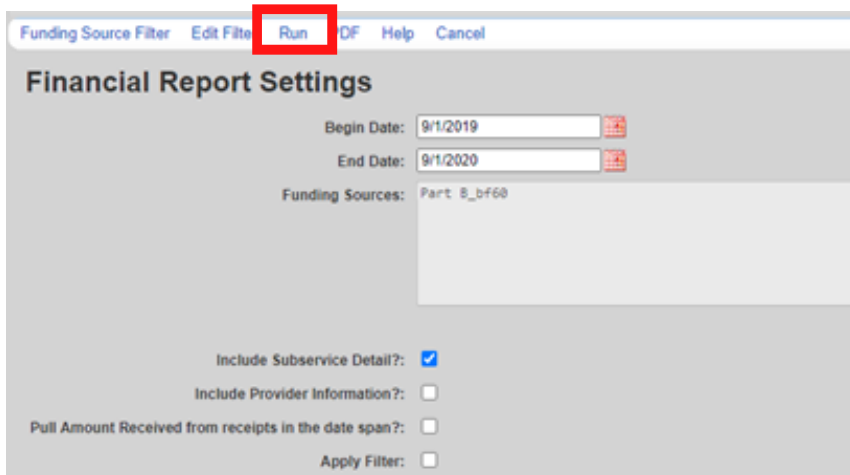


Note: The Funding Source list will only display up to 20 funding sources per page. If you do not see the source you are looking for, try using the search box to find the funding source.

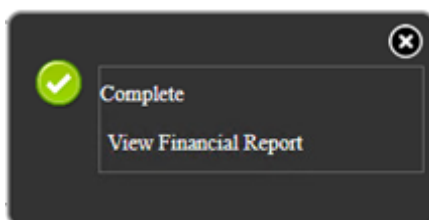
- 06 Check any boxes that apply;
- Include Subservice Detail?
 - Include Provider Information?
 - Pull amount Received from receipts in the Date Span?
 - Apply Filter

FINANCIAL REPORT

07 Click **Run**.



08 When the report is complete click **View Financial Report**.

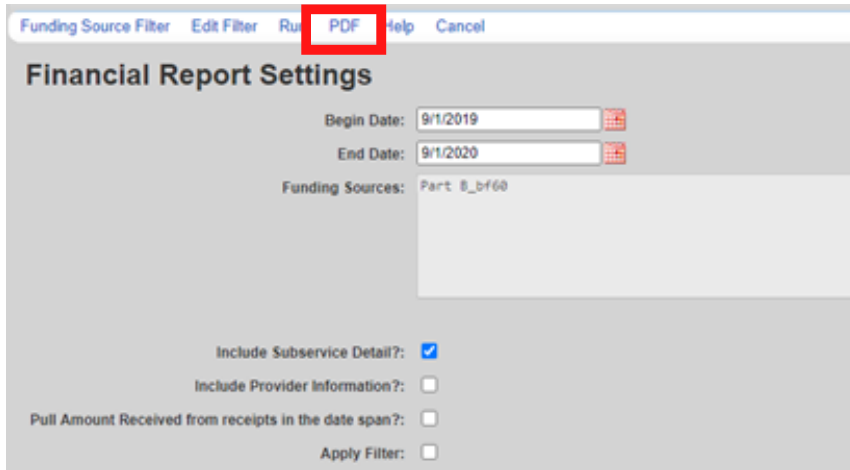


Your financial report will display like this:

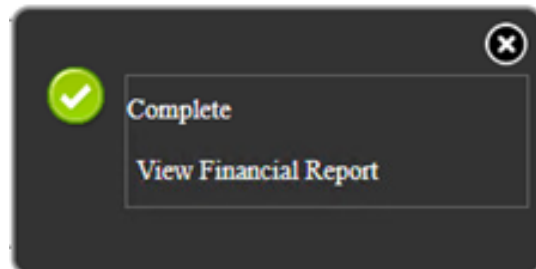
Financial Report					
Sunday, September 1, 2019 through Tuesday, September 1, 2020					
Report Criteria:					
Providers:	LaCAN Demo				
Funding Sources:	Part B_bf60				
Group By Providers:	False				
Include Subservice Detail:	True				
Receipts In Period:	False				
LaCAN Demo					
Assessments	Clients:	Units:	Total:	Amount Received:	No
Case Management Acuity Scale	3	3	\$0.00	\$0.00	
AssessmentsTotals:	3	3	\$0.00	\$0.00	
Case Management (non-medical)	Clients:	Units:	Total:	Amount Received:	No
Non-MCAM, Other Staff non-face-to-face	1	1	\$0.00	\$0.00	

FINANCIAL REPORT

09 To view as PDF: Click **PDF**.



10 When the report is complete click **View Financial Report**.



The report will then display as a PDF file.