

CAREWare 6: Running Financial Reports

This guide will walk you through the basics of creating and running a financial report. It includes definitions of all financial report fields.

What is a Financial Report?

- Financial reports are used to calculate the total number of clients receiving individual services. For example, you can run a financial report to see how many clients received EIS services at your agency. However, financial reports will not tell you any client names or other information. For that, you will need a custom report.
 - You can also customize your financial reports to pull in specific criteria. For instance, you can filter a report that only calculates female clients who have received services at your agency.
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Financial Report Field Definitions

- **Begin Date & End Date:** Date range you want to measure
- **Funding Source Filter:** Use this to pick the correct contract. Examples include MAI (Part A), Part A, Part B, etc.
- **Edit Filter:** This is used to add a filter to the financial report. For example, use edit filter to calculate the number of female clients who have received services at your agency
- **Run:** Use this to run the report
- **PDF:** Runs the report as a PDF
- **Back:** Use this to go back to the previous page or step
- **Include Subservice Detail:** Includes all services plus their subservices. Examples include EIS Discharge, MCM Discharge, OAHS Medical Complex, etc.
- **Filter Description:** Describes the filter created (if applicable)

Running a Basic Financial Report (Quick Overview)

1. Login to CAREWare.
2. Select **Reports** tab.
3. Select **Financial Report** from the menu of links.
4. Specify the **Begin Date & End Date**.
5. Select **Funding Source Filter**. Choose the correct funding source. If it is multiple funding sources, make sure you check all that apply. If your funding source is not on the first page, you can type it into the search box.
6. Select **Save**. This will take you back to the main page of the financial report. From there, you can run your report.
7. Select **Run**. On the upper right-hand side, you will see a box that lets you know the report is running.
8. Once the report has generated, you will receive a message that says **Complete** (on the upper right-hand side too). Click **View Financial Report**.

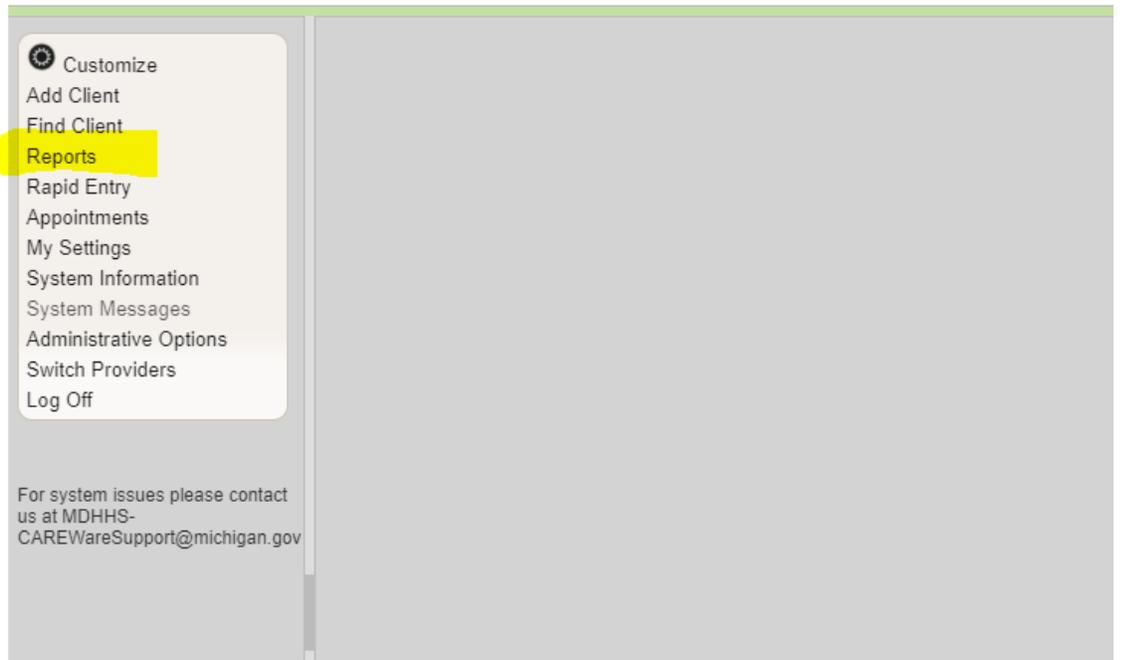
Note: If you want to save the file or view it as a PDF, you should run it as a PDF. Click PDF instead of Run.

Adding a Filter to the Financial Report

1. Follow steps 1-6. Then select **Edit Filter**.
2. Select **Add**.
3. Select the criteria you would like to use for the filter from the list provided by clicking on the field name and clicking **Use Field**. You can narrow down the list by typing in the search bar at the top.
4. Most field selections will have you set parameters by using the **Drop Down List**. Enter the necessary information under the drop down menu.
5. Select **Save**.
6. You can add as many filters as you need. Once you are done adding filters, click **Back**. This will take you back to the financial report main page.
7. Click **Apply Filter**.
8. Then select **Run Report** or **PDF**.
9. Once the report has generated, you will receive a message that says **Complete** (on the upper right-hand side too). Click **View Financial Report**.

Running a Basic Financial Report (Detailed Overview)

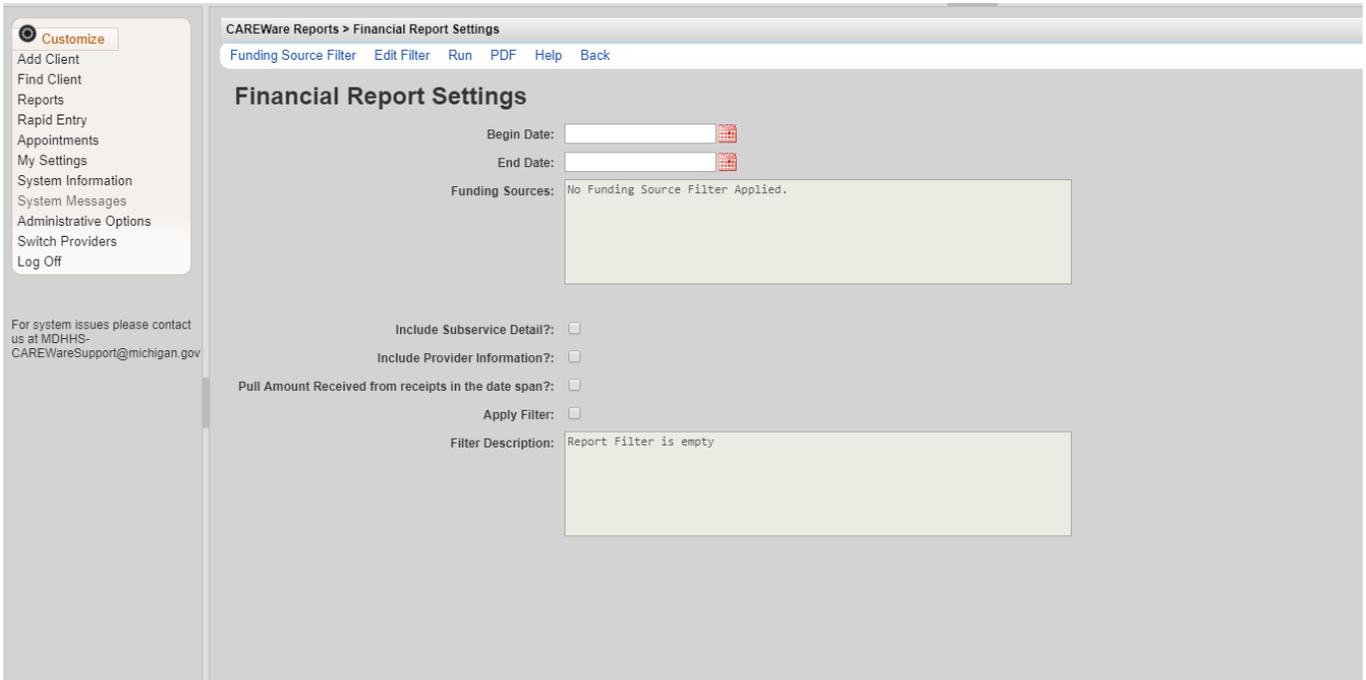
1. Select the **Reports** tab.



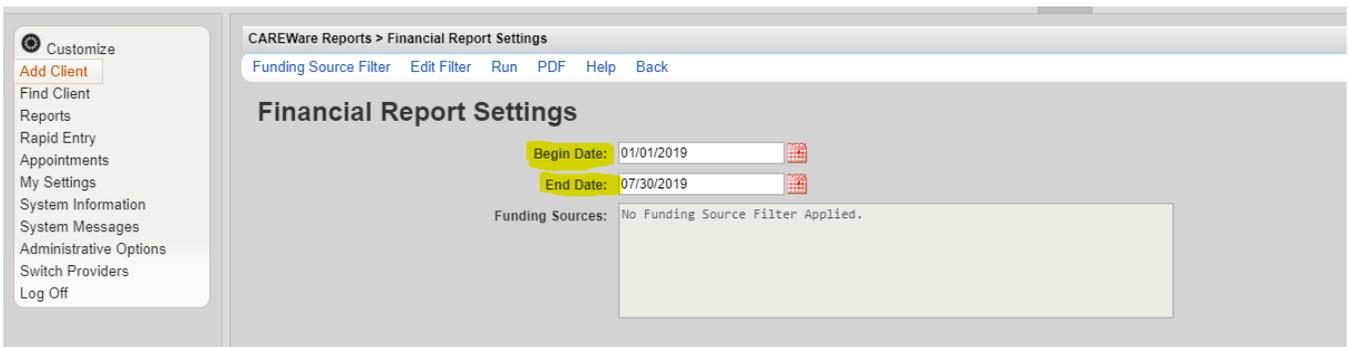
2. Select **Financial Report** from the menu of links.



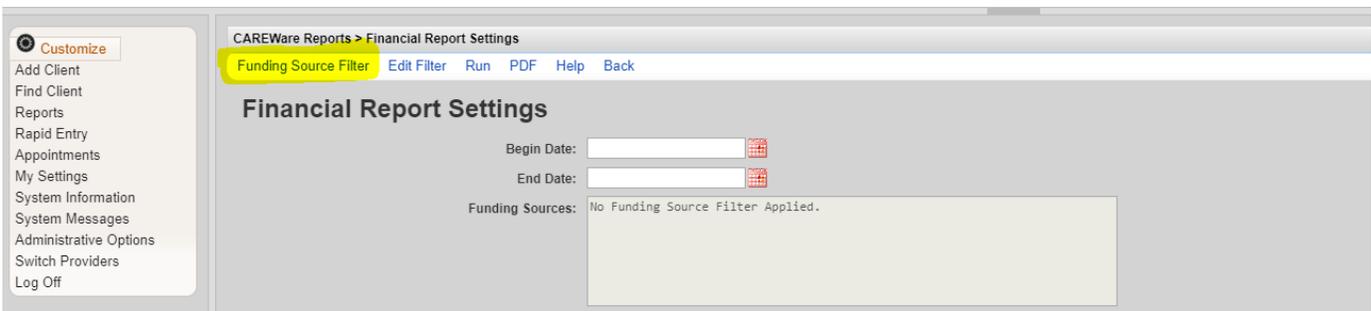
This will take you to the main page for financial reports.



3. Specify the **Begin Date & End Date.**



4. Select **Funding Source Filter.**



5. Choose Funding Source.

CAREWare Reports > Financial Report Settings > Funding Source Filter

[Save](#) [Cancel](#) [Print or Export](#)

Funding Source Filter

Search: **Part**

Select	Funding Source
<input type="checkbox"/>	Cares Part D
<input type="checkbox"/>	EIS Supplemental Part B
<input checked="" type="checkbox"/>	MAI (PART A)
<input checked="" type="checkbox"/>	Part A
<input type="checkbox"/>	Part B
<input type="checkbox"/>	Part C
<input type="checkbox"/>	Part D

Note: You can type the funding source into the search bar to narrow down the list. You can also check multiple funding sources.

6. Save.

CAREWare Reports > Financial Report Settings > Funding Source Filter

Save [Cancel](#) [Print or Export](#)

Funding Source Filter

Search: Part

Select	Funding Source
<input type="checkbox"/>	Cares Part D
<input type="checkbox"/>	EIS Supplemental Part B
<input checked="" type="checkbox"/>	MAI (PART A)
<input checked="" type="checkbox"/>	Part A
<input type="checkbox"/>	Part B
<input type="checkbox"/>	Part C
<input type="checkbox"/>	Part D

7. This will take you back to the main page of the financial report. From there, run your report. You have two options: **Run** the report or run it as a **PDF**.

CAREWare Reports > Financial Report Settings

[Funding Source Filter](#) [Edit Filter](#) **Run** **PDF** [Help](#) [Back](#)

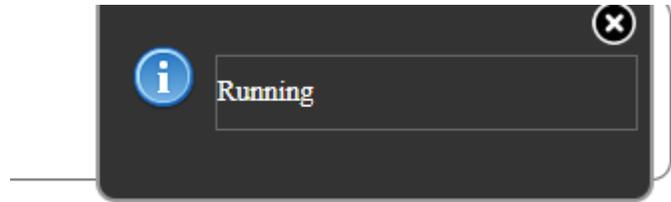
Financial Report Settings

Begin Date: 1/1/2019

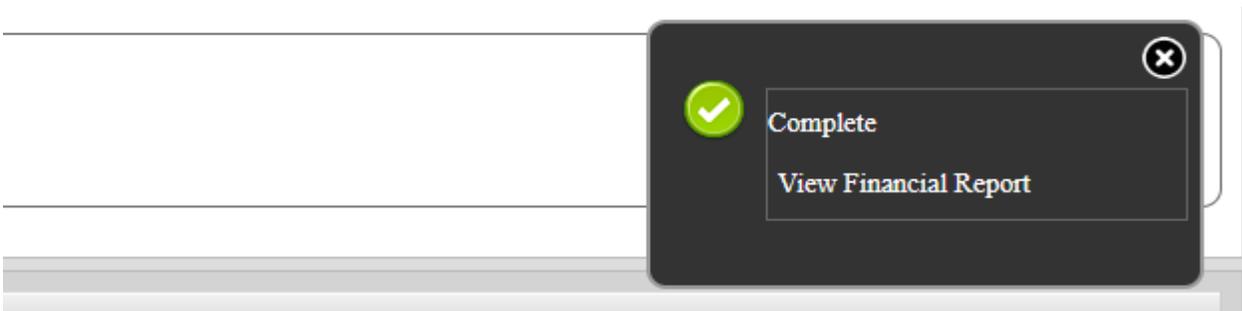
End Date: 7/30/2019

Funding Sources: MAI (PART A), Part A

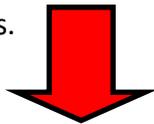
8. On the upper right-hand side, you will see a box that lets you know the report is **Running**. You want to see this box.



9. Once the report generates, you will receive a message (also on the upper right-hand side) that says **Complete**. Click **View Financial Report**.



10. Your report should look like this.



Financial Report

Tuesday, January 1, 2019 through Tuesday, July 30, 2019

Report Criteria:

Providers:	Henry Ford Hospital
Funding Sources:	Part A, MAI (PART A)
Group By Providers:	False
Include Subservice Detail:	False
Receipts In Period:	False

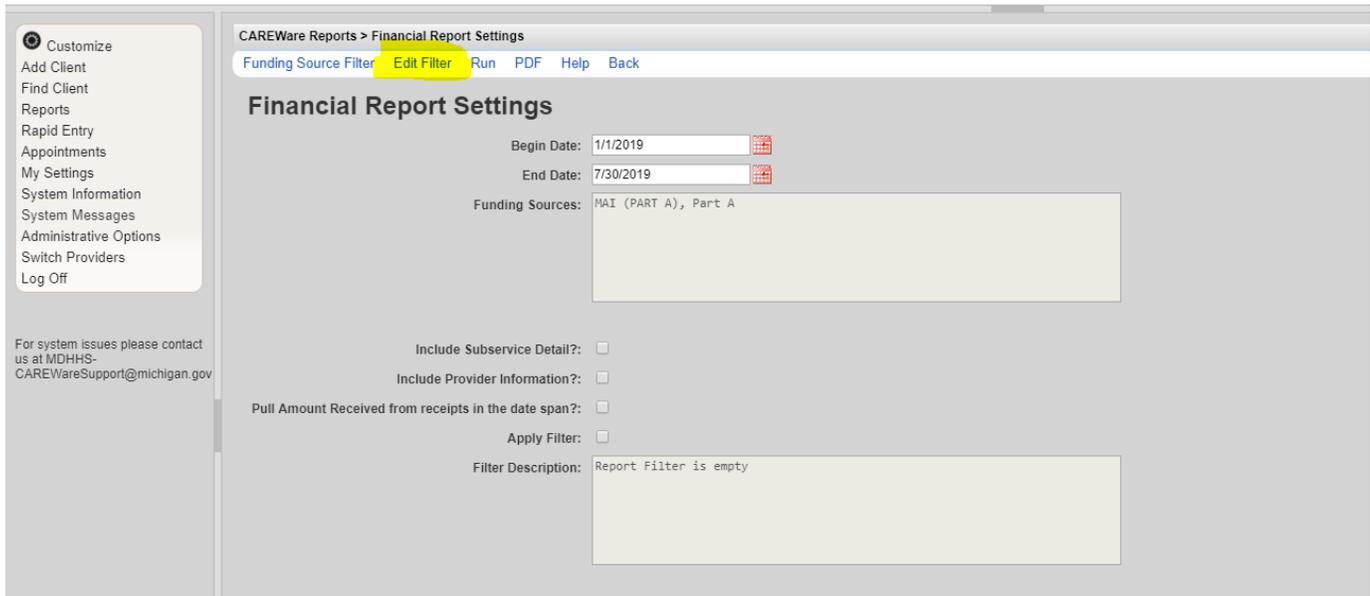
Henry Ford Hospital

	Clients:	Units:	Total:	Amount Received:	Not Received:
Early Intervention Services					
Early Intervention ServicesTotals:	96	1127	\$0.00	\$0.00	\$0.00
Outpatient/Ambulatory Health Services					
Outpatient/Ambulatory Health ServicesTotals:	619	1827	\$0.00	\$0.00	\$0.00
Provider Totals:	644	2954	\$0.00	\$0.00	\$0.00

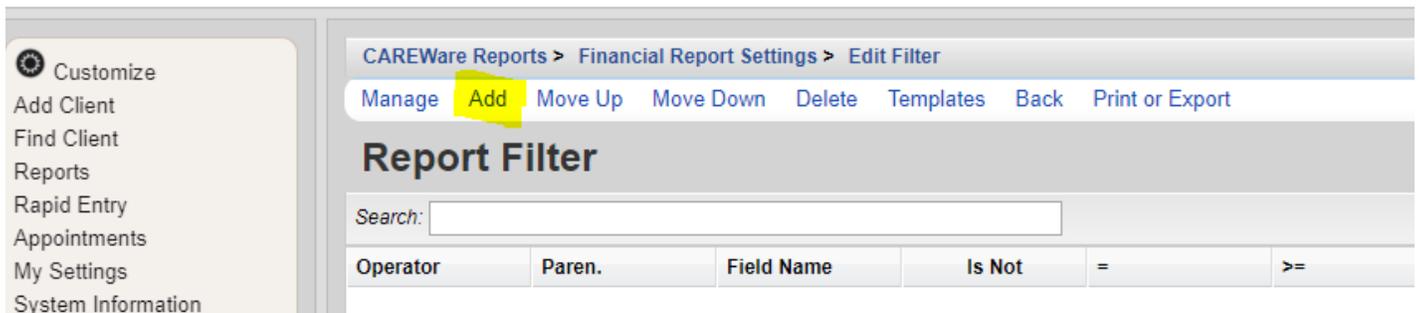
Note: The report will open up on a separate tab. When you need to exit the report, simply close the tab. That will take you back to CAREWare.

Adding a Filter to the Financial Report

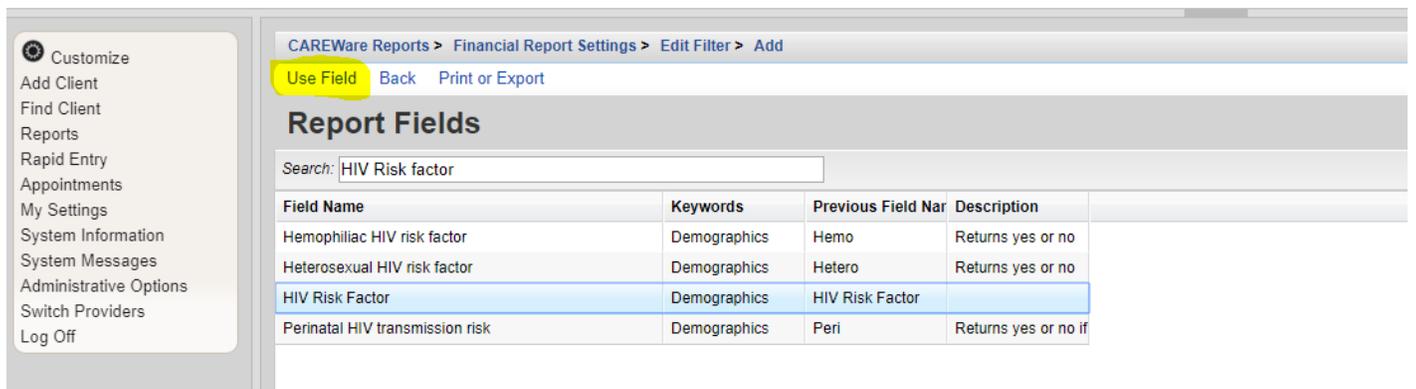
1. Follow steps 1-6 of running a basic financial report. Then select **Edit Filter**.



2. Select **Add**.



3. Select the criteria you would like to filter from the list provided and click **Use Field**. You can narrow down the list by typing the name in the search bar at the top.



4. Most filters will require you to set parameters (provide more information because the field has a wide range of options). Click the drop down menu to set those parameters.

CAREWare Reports > Financial Report Settings > Edit Filter > Add > Criterion Details

Save Back

Use Field

Field Name: HIV Risk Factor

Is Not:

=: Heterosexual

Null:

5. Save.

CAREWare Reports > Financial Report Settings > Edit Filter > Add > Criterion Details

Save Back

Use Field

Field Name: HIV Risk Factor

Is Not:

=: Heterosexual

Null:

6. Add as many filters as necessary. For instance, you could add a filter for race, age, virally suppressed clients, etc. If you need to add multiple filters, make sure you choose the correct **operator**. There are two choices for operator:

Operator = AND means all of criteria has to be met in order to pull in clients.

Operator = OR means that any of the filters can be met in order to be pulled into the report.

CAREWare Reports > Financial Report Settings > Edit Filter > Add > Criterion Details

Save Back

Use Field

Operator: AND

Field Name: Race/Ethnicity

Is Not:

=:

Null:

7. Once you are done adding all of your filters, click **Back**. This will take you back to the financial report main page.

CAREWare Reports > Financial Report Settings > Edit Filter

Manage Add Move Up Move Down Delete Templates **Back** Print or Export

Report Filter

Search:

Operator	Paren.	Field Name	Is Not	=	>=
		HIV Risk Factor		Heterosexual	

8. Select **Apply Filter**. It is important that you select Apply Filter in order for the filter to be pulled into the report. Then click **Run** or **PDF**.

CAREWare Reports > Financial Report Settings

Funding Source Filter Edit Filter **Run** **PDF** Help Back

Financial Report Settings

Begin Date: 1/1/2019

End Date: 7/30/2019

Funding Sources: MAI (PART A), Part A

Include Subservice Detail?:

Include Provider Information?:

Pull Amount Received from receipts over the date span?:

Apply Filter:

Filter Description: HIV Risk Factor = Heterosexual

Note: Once **Apply Filter** is checked, it will stay checked until you uncheck it. That means that **anyone** from your agency who tries to run a report will have that filter applied to it. That will skew your data, so please make sure you uncheck the box once you are done running your report.

9. Once the report is generated, this is what it will look like. View or save it.

Financial Report

Tuesday, January 1, 2019 through Tuesday, July 30, 2019

Report Criteria:

Providers: Henry Ford Hospital
Funding Sources: Part A, MAI (PART A)
Group By Providers: False
Include Subservice Detail: False
Receipts In Period: False
Custom Filter: HIV Risk Factor = Heterosexual

Henry Ford Hospital

	Clients:	Units:	Total:	Amount Received:	Not Received:
Early Intervention Services					
Early Intervention ServicesTotals:	25	266	\$0.00	\$0.00	\$0.00
Outpatient/Ambulatory Health Services					
Outpatient/Ambulatory Health ServicesTotals:	229	654	\$0.00	\$0.00	\$0.00
Provider Totals:	237	920	\$0.00	\$0.00	\$0.00

Note: This is how you know the filter has been applied to the report.



Please contact Genna Owens with any questions (owensg@detroitmi.gov or 313.300.7731)