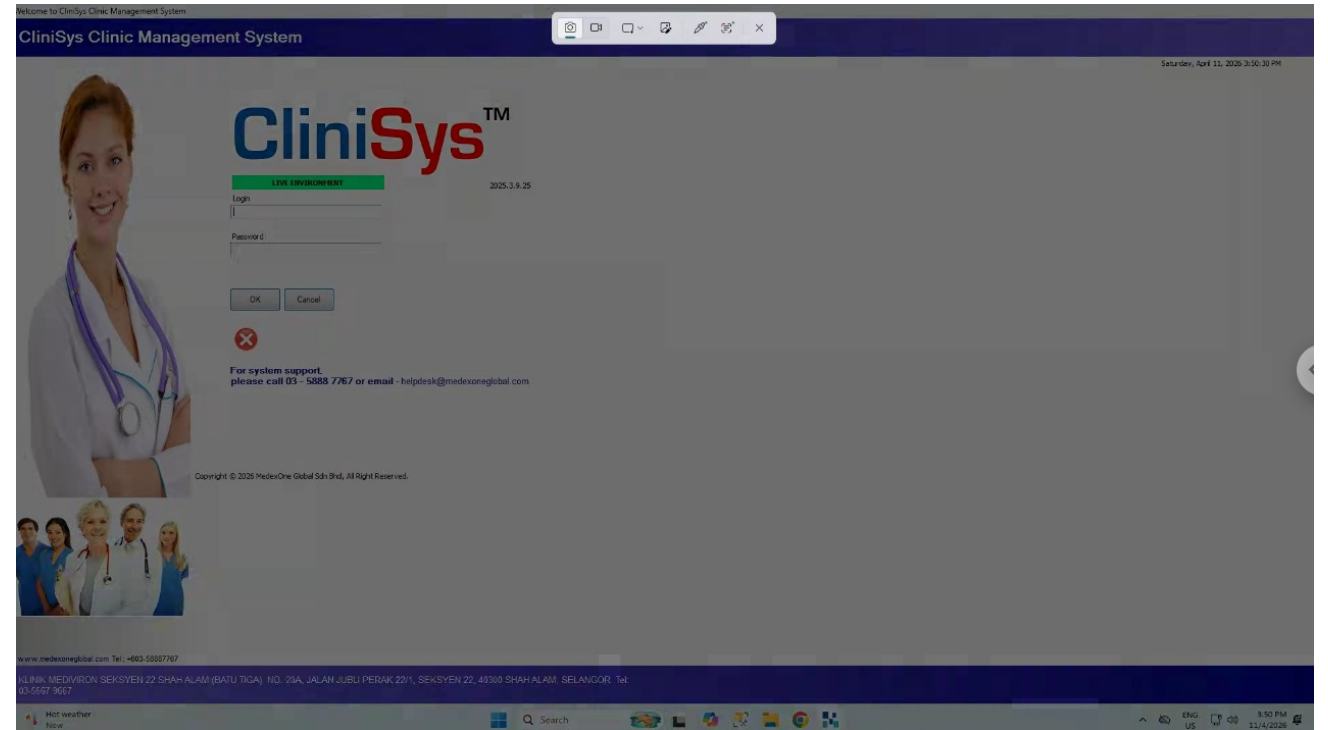


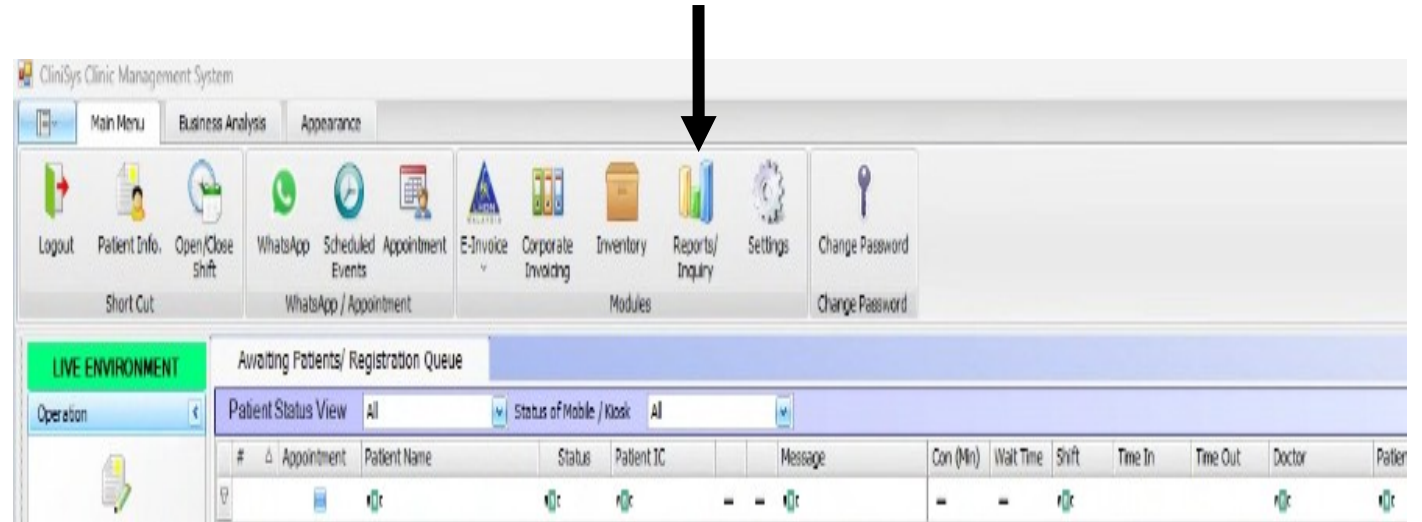
# Clinisys

Login to Clinisys



# Reports/Inquiry

Click on Reports/Inquiry



# Corporate Sales (Date Selection)

Click on Corporate Sales (Date Selection)



# Select Date

Choose From Date and To Date

Corporate Sales Listing (Date and Time Selection)

Search By Date:  Visit Date  Billing Date

From Date : 1/1/2025 From Time: 12:00:00 AM

To Date : 31/12/2025 To Time: 11:59:59 PM

Company : ALL

Sort By Visit Date  
 Sort By Department  
 Include Admin Fee Calculation

Print Preview Export Cancel

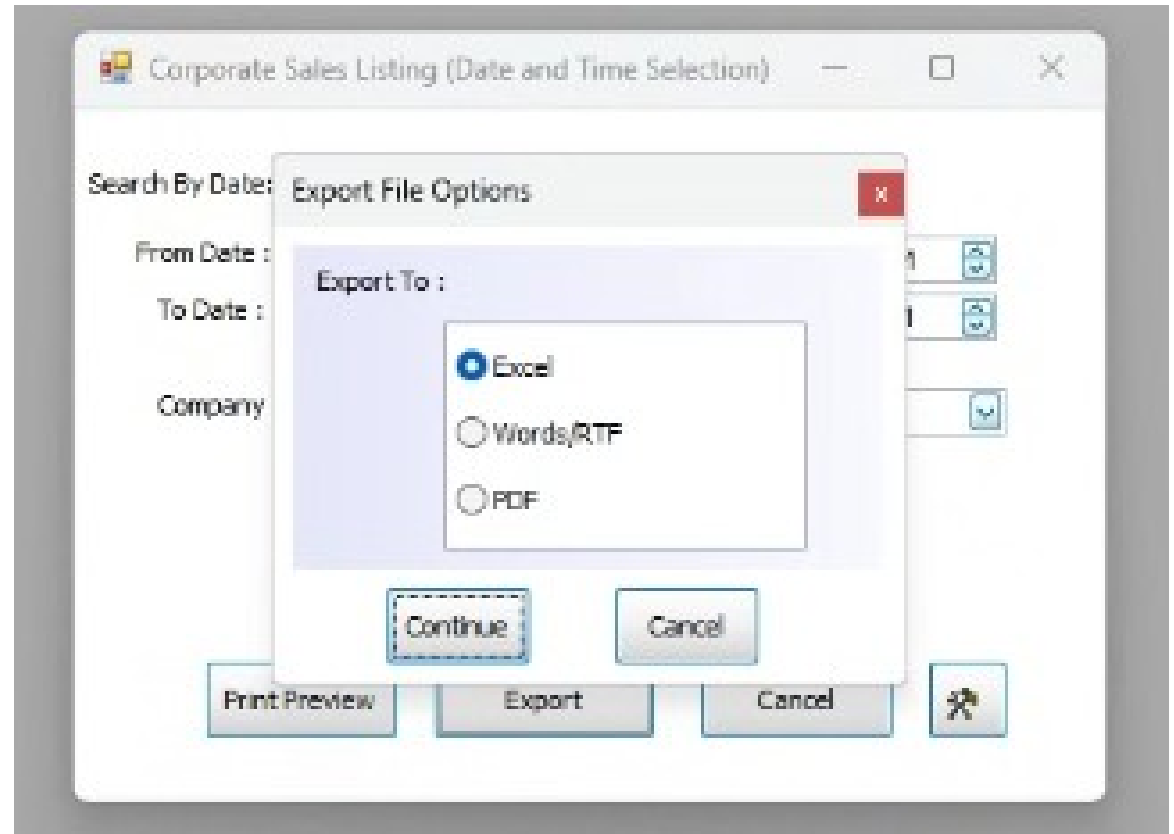
# Export

Click Export

Select Excel (automatically)

Click Continue

Save by month or year (eg : AR  
October 2025) for easy reference



AR = Accounts Receivable