

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.



# Billing Transaction Analysis: Total Receipts

Last Modified on 01/02/2020 1:29 pm EST

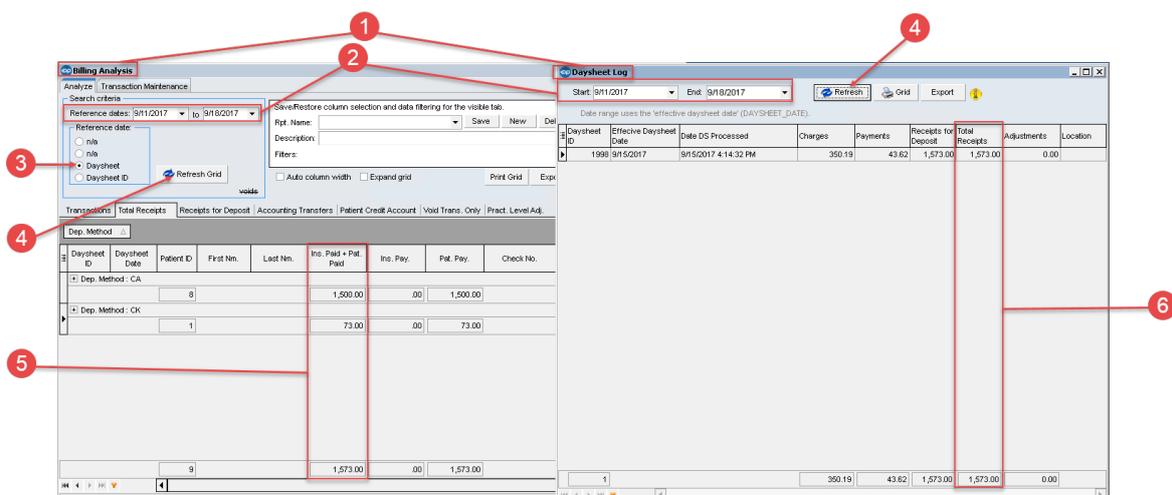
Version 14.19

## When to Use this Report

Use this report to view payments and credits collected for a specified date range. For example, if you wish to look at all payments and credits that were set to a daysheet in the system for a period of a week, select the date range to be a one week period (2), choose your reference to be Daysheet (3), and click the **Refresh/Refresh Grid** button (4). This will show users all daysheeted (archived) transactions for the time period the user requested the system to recall.



**Note:** The Billing Analysis Insurance Paid + Patient Paid (5) value will be the same value captured on your Daysheet Log report Total Receipts value (6).



The screenshot shows two windows: 'Billing Analysis' and 'Daysheet Log'. Red callouts 1-6 point to specific UI elements:

- 1: Reference dates (Start: 9/11/2017, End: 9/18/2017)
- 2: Reference date dropdown menu
- 3: 'Daysheet' radio button in the Reference date section
- 4: 'Refresh Grid' button
- 5: 'Ins. Paid + Pat. Paid' column in the Billing Analysis table
- 6: 'Total Receipts' column in the Daysheet Log table

Daysheet ID	Daysheet Date	Patient ID	First Nm.	Last Nm.	Ins. Paid + Pat. Paid	Ins. Pay.	Pat. Pay.	Check No.
Dep. Method: CA								
		8			1,500.00	.00	1,500.00	
Dep. Method: CK								
		1			73.00	.00	73.00	
					1,573.00	.00	1,573.00	

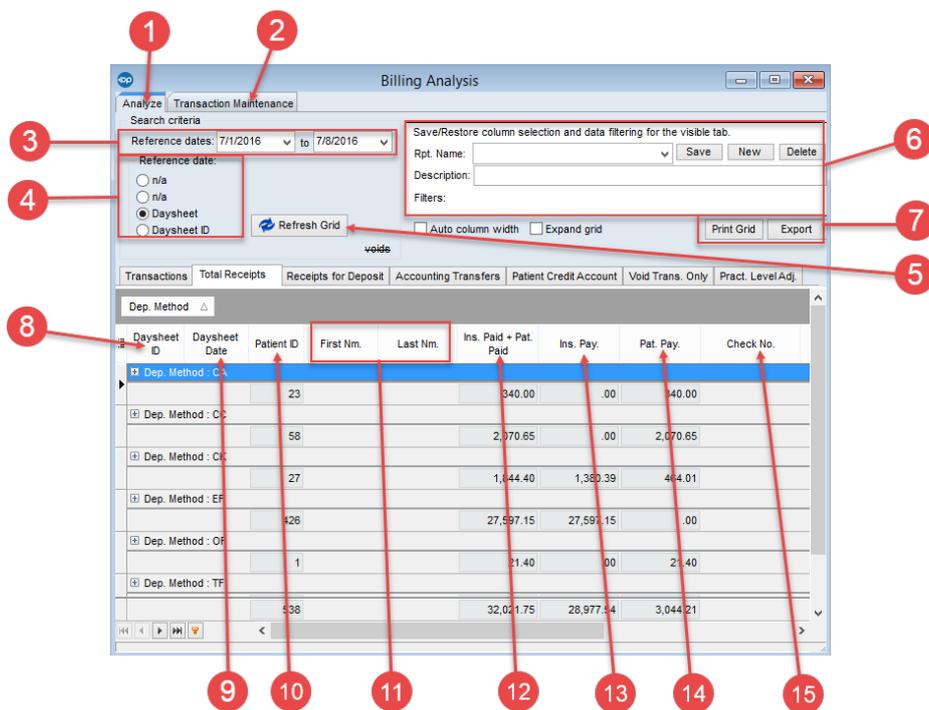
Daysheet ID	Effective Daysheet Date	Date DS Processed	Charges	Payments	Receipts for Deposit	Total Receipts	Adjustments	Location
1998	9/15/2017	9/15/2017 4:14:32 PM	350.19	43.62	1,573.00	1,573.00	0.00	
			350.19	43.62	1,573.00	1,573.00	0.00	

## About Billing Analysis: Total Receipts

## Path: Reports menu > Billing Transaction Analysis > Total Receipts tab

This report displays Receipts, Payment transactions, and Credits collected. The results shown include voids. Results match the results on the daysheet.

**Note:** More columns are available in the data grid than shown in the map below. The map only describes the columns displayed in the map. To see the total list of columns, select the column selection icon in the upper-left area of the grid (  ).



### Billing Analysis: Total Receipts Map

Number	Section	Description
1	Analyze tab	The Analyze tab shows transactions for particular categories based on set search criteria. It creates a financial report with each transaction having its own entry.
2	Transaction Maintenance tab	The Transaction Maintenance tab shows transactions where the logged-in user is either the Rendering, Billing, Supervising, or Service Provider. Transactions can be updated with the name of the rendering provider (REND_ADDR_ID) of the charge that was paid in this tab. Only transactions with a null value will be update from this tab (where REND_ADDR_ID=null or 0).
		The Reference Dates set the start and end date for the displayed

3	Reference dates (range)	report's date range. Reports that meet the criteria and fall within the selected date range will appear in the standard reports grid.
4	Report Reference Criteria	<p>The Report Reference Criteria settings narrow the information displayed in the grid after selecting a reference date criteria. The selections include:</p> <ul style="list-style-type: none"> <li>• <b>Daysheet:</b> When the payment is locked in and archived on the daysheet, the data will display based on the daysheet date.</li> <li>• <b>Daysheet ID:</b> This grid displays data based on the OP assigned Daysheet ID that was created during the selected date range.</li> </ul>
5	Refresh Grid button	The <b>Refresh Grid</b> button will display the latest data in the grid based upon the Reference Dates and Report Reference Criteria filter selections.
6	Report Template Recorder	Once a grid is customized, you can save the report layout as a template using the Report Template Recorder. You can Save/Restore column selections and data filtering for the visible tab.
7	Print/Export functions	The <b>Print Grid</b> and <b>Export</b> buttons are used to print the grid (using the <b>Print Grid</b> button) or Exporting the data to Excel (using the <b>Export</b> button).
8	Daysheet ID	The Daysheet ID column displays the daysheet identifier for the indicated transaction.
9	Daysheet Date	The Daysheet Date column displays the date that the daysheet was created.
10	Patient ID	The Patient ID column displays the patient identifier for the indicated transaction.
11	Name	The Name columns display the patient's first and last name.
12	Insurance Paid + Patient Paid	The Insurance Paid + Patient Paid column displays the total amount paid by the insurance carrier and the patient (adding the Insurance Paid column and Patient Paid column together).
13	Insurance Paid	The Insurance Paid column displays the amount paid by the insurance carrier.
14	Patient Paid	The Patient Paid column displays the total amount paid by the patient.
15	Check Number	The Check Number column displays the check number for the indicated transaction.

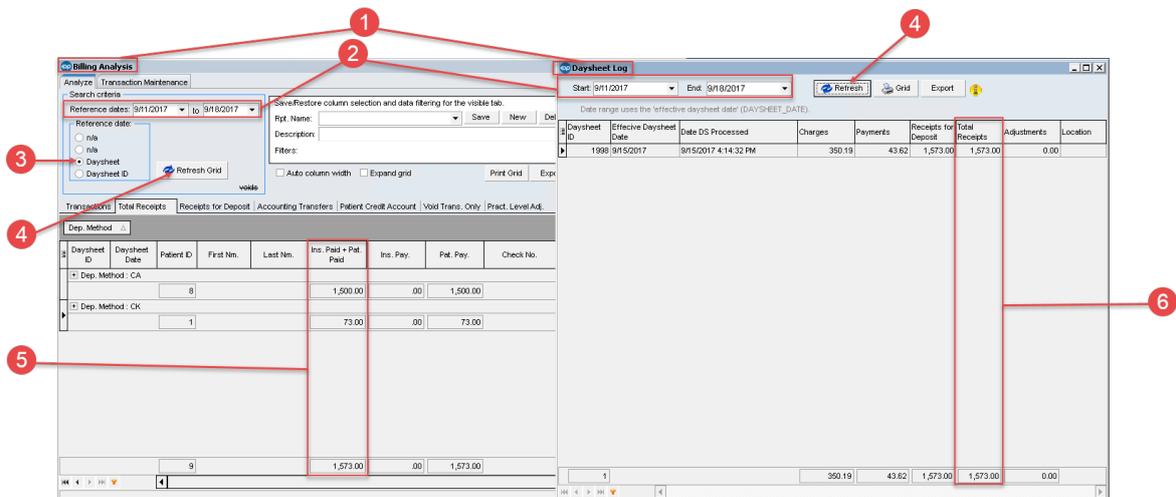
Version 14.10

## When to Use this Report

Use this report to view payments and credits collected for a specified date range. For example, if you wish to look at all payments and credits that were set to a daysheet in the system for a period of a week, select the date range to be a one week period (2), choose your reference to be Daysheet (3), and click the **Refresh/Refresh Grid** button (4). This will show users all daysheeted (archived) transactions for the time period the user requested the system to recall.



**Note:** The Billing Analysis Insurance Paid + Patient Paid (5) value will be the same value captured on your Daysheet Log report Total Receipts value (6).



The screenshot shows two windows: 'Billing Analysis' and 'Daysheet Log'. Red callouts point to specific features:

- 1: Reference date range (9/11/2017 to 9/18/2017)
- 2: Daysheet reference selection
- 3: Refresh Grid button
- 4: Refresh button in the Daysheet Log window
- 5: 'Ins. Paid + Pat. Paid' column in the Billing Analysis grid
- 6: 'Total Receipts' column in the Daysheet Log grid

Daysheet ID	Effective Daysheet Date	Date DS Processed	Charges	Payments	Receipts for Deposit	Total Receipts	Adjustments	Location
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Daysheet ID	Daysheet Date	Patient ID	First Nm.	Last Nm.	Ins. Paid + Pat. Paid	Ins. Pay.	Pat. Pay.	Check No.
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1					73.00	.00	73.00	
9					1,573.00	.00	1,573.00	

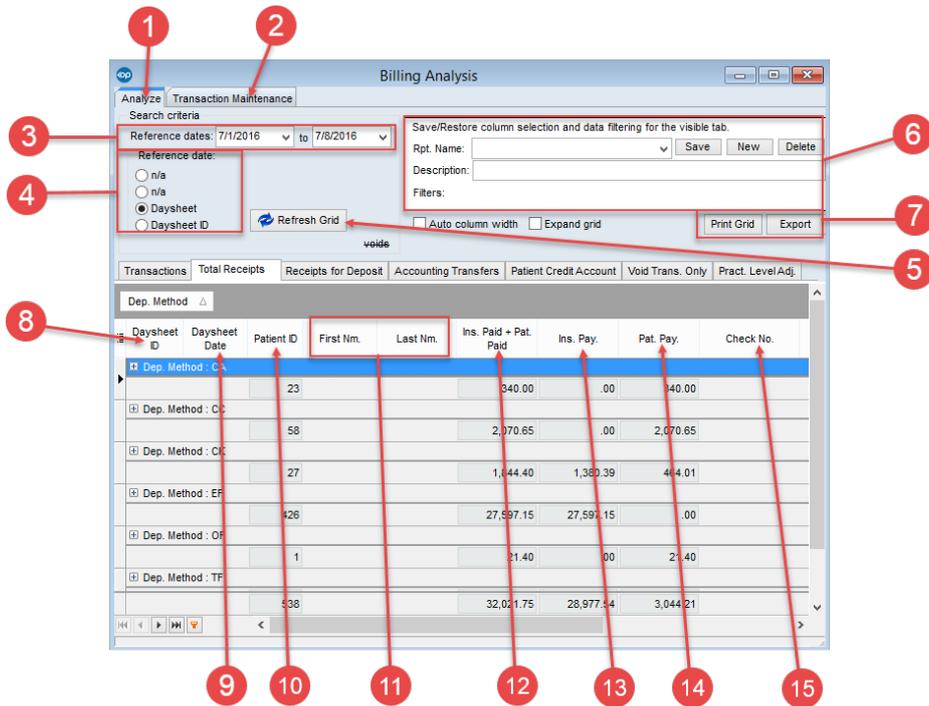
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