Process the Daysheet

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Version 20.14

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.
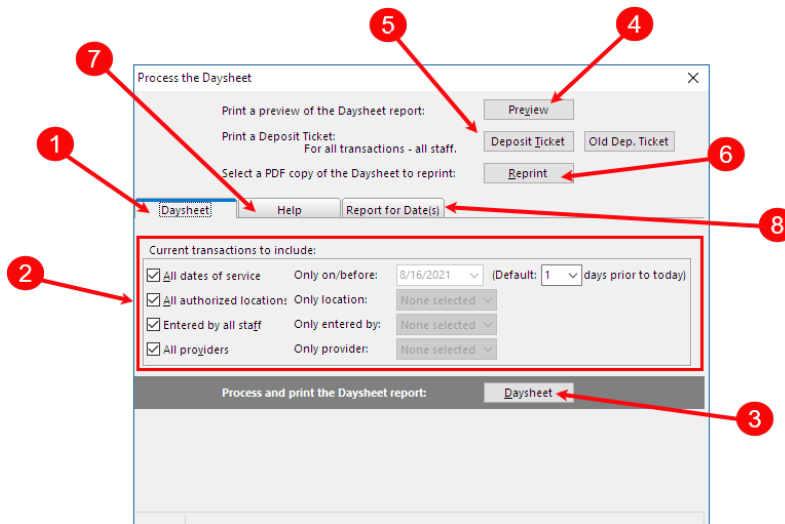
About Process the Daysheet

> **Path: Billing tab > Billing Center button > Claims (A/R) tab > Daysheet button**

When you run or process a daysheet, you convert current patient transactions (claims and payments) to archived patient transactions. Financial reconciliation of monies received for the day and transferring current claims to the transmittal queue should be done prior to processing a daysheet. For detailed instructions on processing the Daysheet, click **here**.

> **Tip:** We recommend processing Daysheets daily. While this is not mandatory, it allows you to clear out the current day's work by archiving all claims and payments processed that day. Larger practices may choose to process more than one Daysheet daily, considering their high volume of payments and charges. When processing a Daysheet mid-day, be sure that users do not enter new payments or claims while payments are being reconciled or a Daysheet is being processed. Once the Daysheet is complete, users can continue to enter new transactions.

Process Daysheet Map

Number	Section	Description
1	Daysheet tab	The Daysheet tab is the defaulted tab when the Process the Daysheet window is opened. This is where you'll set the parameters for and process the daysheet.
2	Transactions to include options	The user running the daysheet determines what transactions to include in the daysheet by making selections in this section of the window. By selecting the checkboxes for All dates of service, All authorized locations, Entered by all staff, and all Providers, you are choosing to daysheet ALL transactions. If not all current transactions are ready for daysheeting, deselect

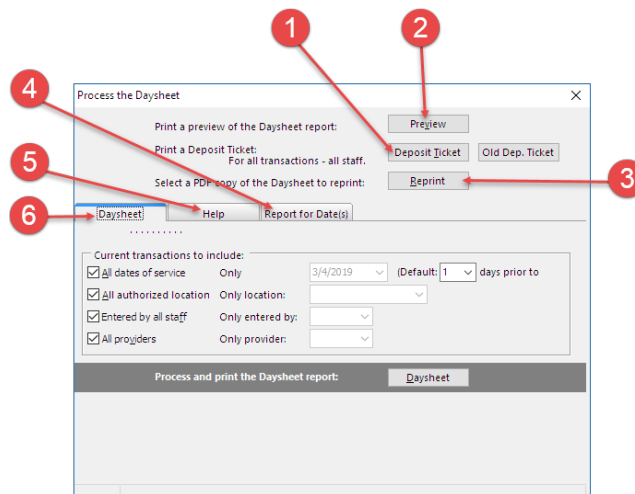|		the appropriate checkbox and further filter the transactions using the respective drop-downs. Multiple selections can be made in the Location, Staff, and Provider filters.
3	Daysheet button	The **Daysheet** button processes the daysheet based on the selections made in the Transactions to include section of the window.
4	Preview button	The **Preview** button opens a preview of the Daysheet report before the user processes the daysheet.
5	Deposit Ticket button	The **Deposit Ticket** button prints a current or old deposit ticket for all transactions – all staff.
6	Reprint	The **Reprint** button reprints the daysheet once it has been processed.
7	Help tab	The Help tab provides basic daysheet processing information.
8	Report for Date(s) tab	The Report for Date(s) tab prints a report that looks like a daysheet. This report will show all transactions that are applied to a daysheet and not applied to a daysheet for the specified transactions.

Version 20.13

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Process Daysheet Map

Number	Section	Description

1	Deposit Ticket button	The Deposit Ticket button prints a current or old deposit ticket for all transactions – all staff.
2	Preview	The Preview button prints a preview of the Daysheet report.
3	Reprint	Click the Reprint button to select a PDF copy of the daysheet to reprint.
4	Report for Date(s) tab	The Report for Date(s) tab prints a report that looks like a daysheet. This report will show all transactions that are applied to a daysheet and not applied to a daysheet for the specified date range selected.
5	Help tab	The Help tab provides basic daysheet processing information.
6	Daysheet tab	The Daysheet tab sets the daysheet parameters and processes the daysheet. If you are closing out all current activity for the office, click on the Daysheet button. If you have specific requirements for what data is being closed out, first select the appropriate parameters (including dates, locations, staff and providers) in the Current Transactions to Include field group.