

Using the Daysheet Log

Last Modified on 05/23/2019 11:05 am EDT

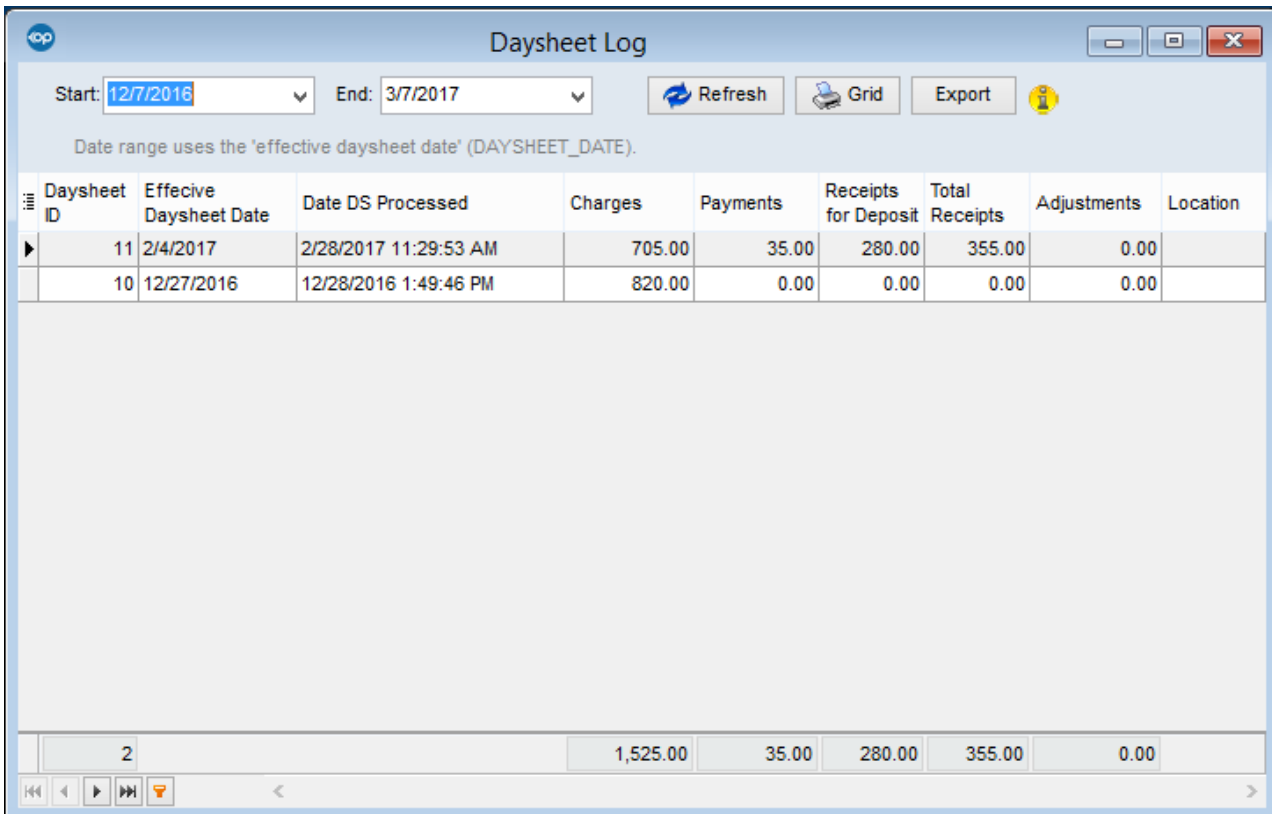
Version 14.19

Path: Reports menu > Daysheet Log (Keyboard Shortcut keys: [Alt][R][D])

Using the Daysheet Log

The Daysheet Log will show you when the daysheet was run on a specific day. To run this report enter your **Start and End Dates**, a list of daysheets in that range will populate in the **Log's List**.

- **Daysheet ID:** OP system generated ID number.
- **Effective Daysheet Date:** Date entered in the "on or before" field when running the daysheet.
- **Date DS Processed:** Date the daysheet was run.
- **Charges, Payments, Receipts for Deposit, Total Receipts, Adjustments** Transactions included in the daysheet.
- **Location:** If your practice has multiple locations, and you run your daysheets by location, this is the location selected when running the daysheet. (Default is all locations when running a daysheet).



The screenshot shows the 'Daysheet Log' application window. At the top, there are fields for 'Start' (12/7/2016) and 'End' (3/7/2017), along with 'Refresh', 'Grid', and 'Export' buttons. Below these is a note: 'Date range uses the 'effective daysheet date' (DAYSHEET_DATE)'. The main area contains a table with the following data:

ini	Daysheet ID	Effective Daysheet Date	Date DS Processed	Charges	Payments	Receipts for Deposit	Total Receipts	Adjustments	Location
	11	2/4/2017	2/28/2017 11:29:53 AM	705.00	35.00	280.00	355.00	0.00	
	10	12/27/2016	12/28/2016 1:49:46 PM	820.00	0.00	0.00	0.00	0.00	

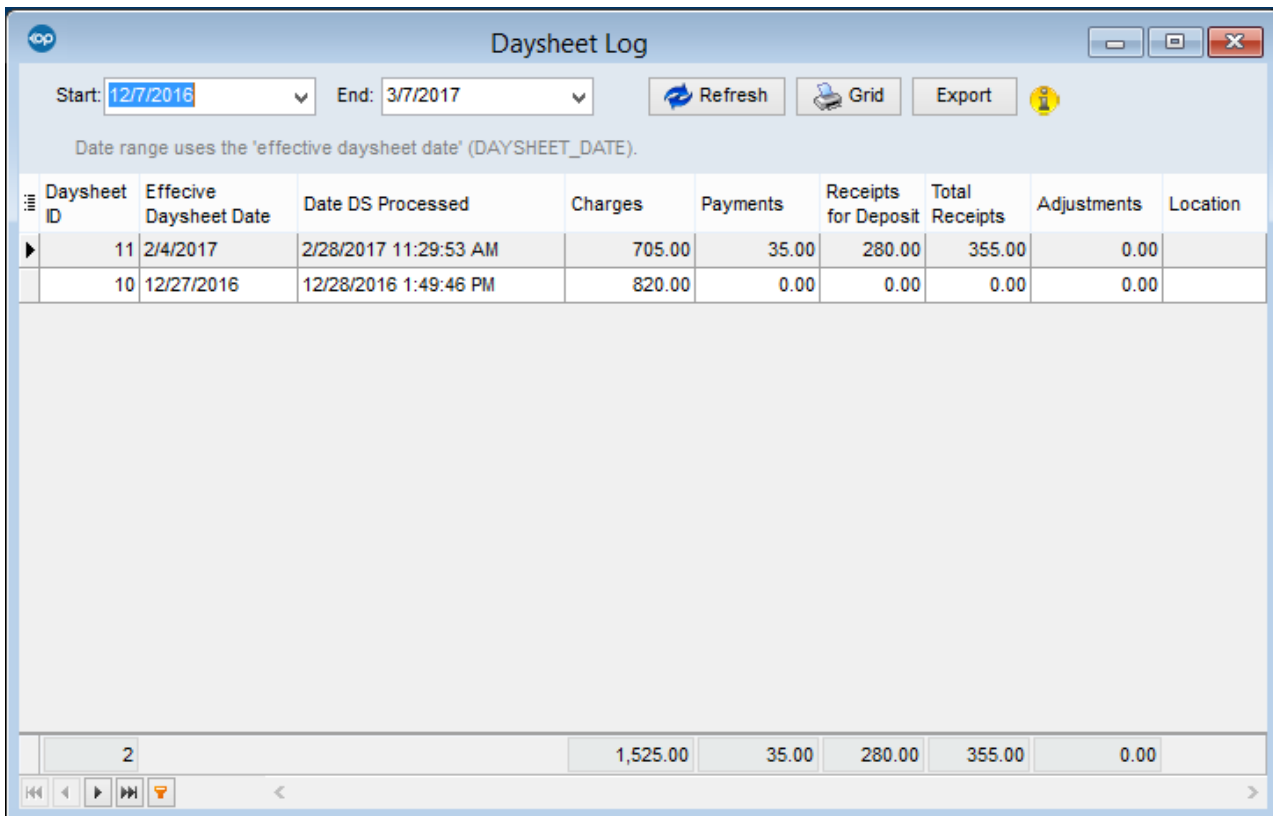
At the bottom of the window, there is a summary row showing a total of 2 daysheets, with a total charge of 1,525.00, total payments of 35.00, total receipts for deposit of 280.00, total receipts of 355.00, and total adjustments of 0.00. Navigation buttons are visible at the very bottom.

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