

# Standard Reports: Transactions for Check Number

Last Modified on 05/23/2019 11:58 am EDT

Version 14.19


## When to Use this Report

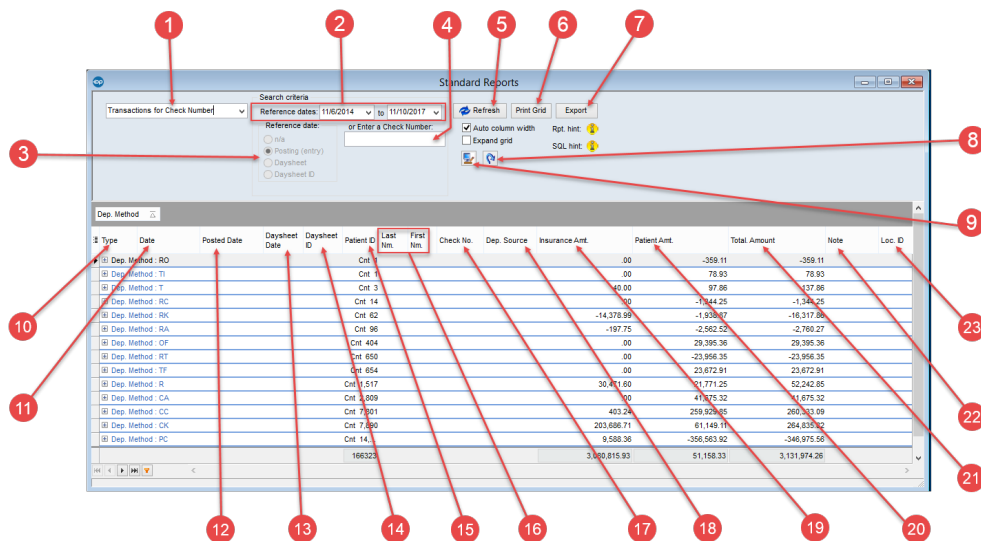
Use this report to review a posted EOB/ERA and balance funds posted, especially when there are complex elements such as recoups or take-backs.

## About Transactions for Check Number

**Path: Reports menu > Standard Reports > Choose a Report dropdown > Transactions for Check Number Daysheet Log**

The Transactions by Check Number report displays all transactions associated with a Check Number. This report will also show users a summary of payments collected or allocated to a specific payment method, transfer, or refund.

**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 (  ).



Dep. Method	Date	Posted Date	Daysheet Date	Daysheet ID	Patient ID	Last Nm	First Nm	Check No.	Dep. Source	Insurance Amt.	Patient Amt.	Total Amount	Note	Loc ID
RO					Cnt 1					00	-359.11	-359.11		
TI					Cnt 1					00	78.93	78.93		
T					Cnt 3					40.00	97.88	-137.88		
RC					Cnt 14					00	-1,344.25	-1,344.25		
RK					Cnt 82					-14,378.99	-1,938.67	-16,317.66		
RA					Cnt 98					-197.75	-2,962.52	-2,764.77		
OF					Cnt 404					00	29,395.38	29,395.38		
RT					Cnt 850					00	-23,956.35	-23,956.35		
TF					Cnt 854					00	23,672.91	23,672.91		
R					Cnt 517					30,411.60	11,771.25	52,242.85		
CA					Cnt 3099					00	41,675.32	41,675.32		
CC					Cnt 7901					403.24	259,529.65	260,032.89		
CK					Cnt 7,390					203,686.71	61,148.11	264,834.82		
PC					Cnt 14					9,588.38	-356,583.92	-346,975.54		
					196323					3,080,815.93	51,158.33	3,131,974.26		

## Transactions for Check Number Map

Number	Section	Description
1	Choose a report	<p>The Choose a report dropdown selects one of the six available reports to display in the standard reports grid. These reports include:</p> <ul style="list-style-type: none"> <li>• <b>Transactions for check number</b></li> <li>• <b>Financial Summary</b></li> <li>• <b>Charges per scheduled appointment</b></li> <li>• <b>Unbilled charges for scheduled appointments</b></li> <li>• <b>Reimbursement per visit</b></li> <li>• <b>Scheduled appointments</b></li> <li>• <b>Compare allowable to payment</b></li> </ul>
2	Reference dates (range)	The Reference Dates set the start and end date for the displayed report's date range. Reports that meet the criteria and fall within the selected date range will appear in the standard reports grid.
3	Reference Date (type)	The Reference Date type selects the transactions based on charge/payment, posting (entry), daysheet, or Daysheet ID. Please note that some reports will not allow for these selections.
4	Enter a Check Number	The Enter a Check Number displays the transactions associated with the entered check number.
5	Refresh button	The <b>Refresh</b> button refreshes the data in the standard reports grid.
6	Print Grid button	The <b>Print Grid</b> button prints or exports the standard reports grid as it appears. You can print a paper or PDF copy of the report. The report will open in Print Preview mode. In Print Preview mode, you can choose to print the report or export to PDF. If you export to PDF, you will be given some options regarding how you would like to save the image. Remember, that when saving practice sensitive information or any kind of PHI outside of Office Practicum, you should consider who has access to the information you are saving. You can add a password to the PDF you are saving by going to the Security tab, checking the box that says "Enabled," and Adding a User Password (or you can choose to protect your data in some other way within your own network).
7	Export button	The <b>Export</b> button exports the data shown in the standard reports grid as an .xls or .csv file.
	Reset	

8	Preferences button	The <b>Reset Preferences</b> button resets the default window and grid preferences.
9	Preferences button	The <b>Preferences</b> button saves the window and grid preferences.
10	Type	The Type column displays the method type for the transaction: Transfer, Transaction, Patient Credit Receipt, etc.
11	Date	The Date column lists the completed date for the transaction.
12	Posted Date	The Posted Date column lists the date that the payment was posted.
13	Daysheet Date	The Daysheet Date column lists the date that the daysheet was processed.
14	Daysheet ID	The Daysheet ID column indicates the daysheet identifier that was created for the daysheet when it was processed.
15	Patient ID	The Patient ID column indicates the patient identifier that is associated with the payment.
16	Patient Name	The Patient Name columns list the patient Last and First name that is associated with the transaction.
17	Check Number	The Check Number column indicates the check number used with the associated transaction type.
18	Deposit Source	The Deposit Source column indicates the name of the payer for the deposit.
19	Insurance Amount	The Insurance Amount column indicates the amount owed by the insurance company with the associated payment.
20	Patient Amount	The Patient Amount column indicates the amount owed by the patient with the associated payment.
21	Total Amount	The total Amount column indicates the total owed for the indicated transaction.
22	Note	The Note column indicates any notes entered for the selected transaction.
23	Location ID	The Location ID column indicates the practice's location where the transaction occurred.

Version 14.10


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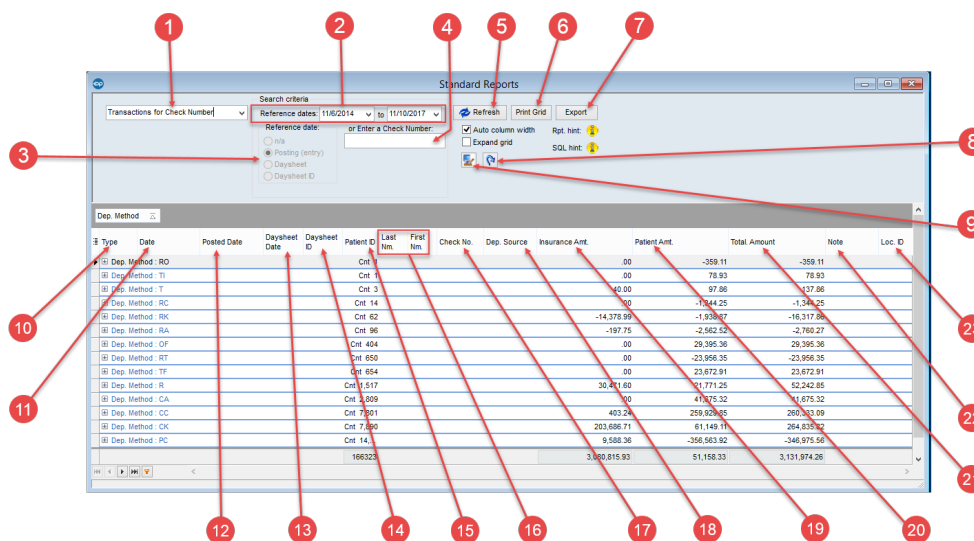
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