

Standard Reports: Financial Summary

Last Modified on 05/23/2019 11:01 am EDT

Version 14.19


When to Use this Report

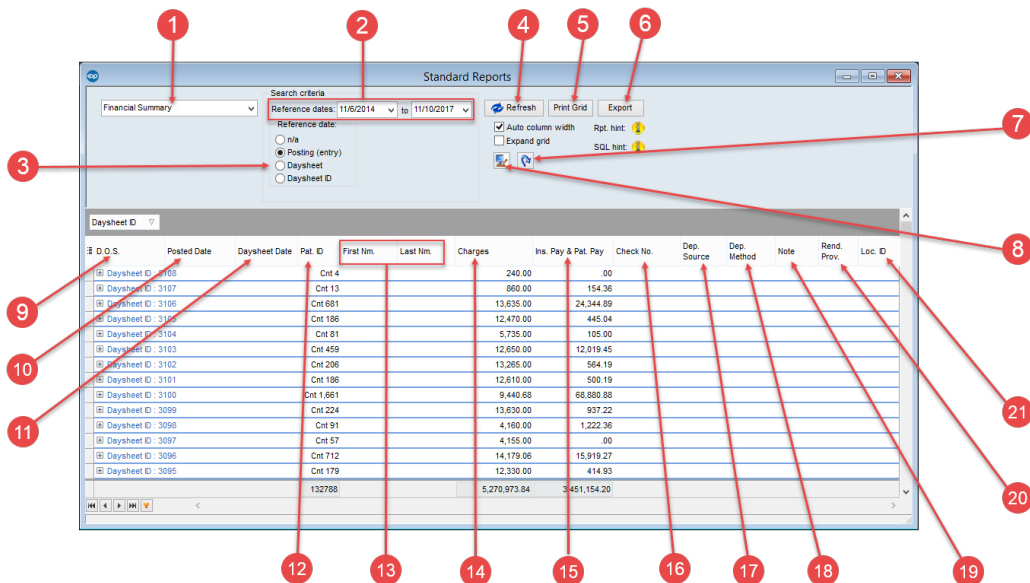
Use this report to view a summary of charges and payments collected for a specified time frame of posted or daysheeted transactions.

About Financial Summary

Path: Reports menu > Standard Reports > Choose a Report dropdown > Financial Summary

The Financial Summary Report displays Charges and Receipts for each transaction in your chosen date range. Each charge and payment with a Payment method of CK, CA, CC, BC, OF, EF are included on a separate line within the report.

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 ().



The screenshot shows the 'Standard Reports' window with the 'Financial Summary' report selected. The interface includes search criteria, reference dates (11/6/2014 to 11/10/2017), and options for 'Auto column width', 'Expand grid', 'Rpt. hint', and 'SQL hint'. The data grid below shows columns for D.O.S., Posted Date, Daysheet Date, Pat. ID, First Nm., Last Nm., Charges, Ins. Pay & Pat. Pay, Check No., Dep. Source, Dep. Method, Note, Rend. Prov., and Loc. ID. Red callouts 1-21 point to these elements: 1 (Report dropdown), 2 (Reference dates), 3 (Daysheet ID dropdown), 4 (Refresh), 5 (Print Grid), 6 (Export), 7 (Auto column width), 8 (Expand grid), 9 (D.O.S.), 10 (Posted Date), 11 (Daysheet Date), 12 (Pat. ID), 13 (First Nm.), 14 (Last Nm.), 15 (Charges), 16 (Ins. Pay & Pat. Pay), 17 (Check No.), 18 (Dep. Source), 19 (Dep. Method), 20 (Rend. Prov.), 21 (Loc. ID).

D.O.S.	Posted Date	Daysheet Date	Pat. ID	First Nm.	Last Nm.	Charges	Ins. Pay & Pat. Pay	Check No.	Dep. Source	Dep. Method	Note	Rend. Prov.	Loc. ID
Daysheet ID: 3103				Cnt 4		240.00	.00						
Daysheet ID: 3107				Cnt 13		860.00	154.36						
Daysheet ID: 3106				Cnt 681		13,635.00	24,344.89						
Daysheet ID: 3105				Cnt 186		12,470.00	445.04						
Daysheet ID: 3104				Cnt 81		5,735.00	105.00						
Daysheet ID: 3103				Cnt 458		12,850.00	12,019.45						
Daysheet ID: 3102				Cnt 206		13,285.00	564.19						
Daysheet ID: 3101				Cnt 196		12,810.00	500.19						
Daysheet ID: 3100				Cnt 1,661		9,440.68	68,880.68						
Daysheet ID: 3099				Cnt 324		13,630.00	937.22						
Daysheet ID: 3098				Cnt 91		4,160.00	1,222.36						
Daysheet ID: 3097				Cnt 57		4,155.00	.00						
Daysheet ID: 3096				Cnt 712		14,179.06	15,919.27						
Daysheet ID: 3095				Cnt 179		12,330.00	414.93						
						132786	5,270,973.84	3,451,154.20					

Financial Summary 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"> • Transactions for check number • Financial Summary • Charges per scheduled appointment • Unbilled charges for scheduled appointments • Reimbursement per visit • Scheduled appointments • Compare allowable to payment
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	Refresh button	The Refresh button refreshes the data in the standard reports grid.
5	Print Grid button	The Print Grid 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).
6	Export button	The Export button exports the data shown in the standard reports grid as an .xls or .csv file.
7	Reset Preferences button	The Reset Preferences button resets the default window and grid preferences.
8	Preferences	

	button	The Preferences button saves the window and grid preferences.
9	DOS	The DOS column lists the date of service for the selected transaction.
10	Posted Date	The Posted Date column lists the date that the payment was posted.
11	Daysheet Date	The Daysheet Date column lists the dates the daysheet was processed.
12	Patient ID	The Patient ID column indicates the patient identifier that is associated with the payment.
13	Patient Name	The Patient Name columns list the patient Last and First name that is associated with the transaction.
14	Charges	The Charges column displays the total charges for the selected transaction.
15	Insurance Pay & Patient Pay	The Ins. Pay & Pat Pay column displays the payment posted by the insurance company and the patient.
16	Check Number	The Check Number column provides the check numbers for payments that were made by check.
17	Deposit Source	The Deposit Source column indicates where the payment originated.
18	Deposit Method	The Deposit Method column indicates the method by which the payment was paid.
19	Note	The Note column indicates any notes entered for the selected transaction.
20	Rendering Provider	The Rendering Provider column lists the name of the provider for the transaction.
21	Location ID	The Location ID column indicates the practice's location where the transaction occurred.

Version 14.10


When to Use this Report

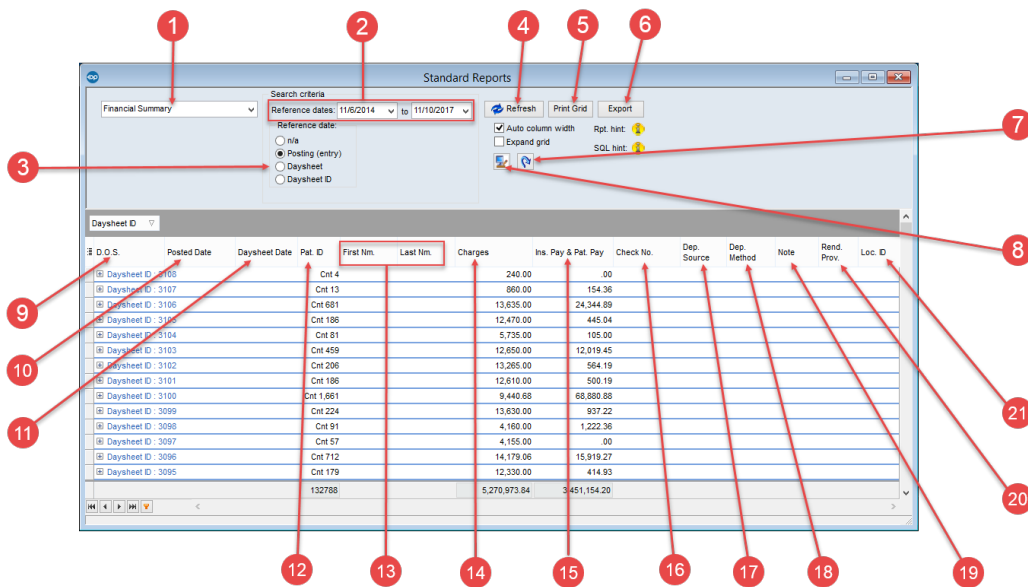
Use this report to view a summary of charges and payments collected for a specified time frame of posted or daysheeted transactions.

About Financial Summary

Path: Reports menu > Standard Reports > Choose a Report dropdown > Financial Summary

The Financial Summary Report displays Charges and Receipts for each transaction in your chosen date range. Each charge and payment with a Payment method of CK, CA, CC, BC, OF, EF are included on a separate line within the report.

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 ().



Financial Summary 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"> • Transactions for check number • Financial Summary • Charges per scheduled appointment • Unbilled charges for scheduled appointments • Reimbursement per visit • Scheduled appointments • Compare allowable to payment

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	Refresh button	The Refresh button refreshes the data in the standard reports grid.
5	Print Grid button	The Print Grid 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).
6	Export button	The Export button exports the data shown in the standard reports grid as an .xls or .csv file.
7	Reset Preferences button	The Reset Preferences button resets the default window and grid preferences.
8	Preferences button	The Preferences button saves the window and grid preferences.
9	DOS	The DOS column lists the date of service for the selected transaction.
10	Posted Date	The Posted Date column lists the date that the payment was posted.
11	Daysheet Date	The Daysheet Date column lists the dates the daysheet was processed.
12	Patient ID	The Patient ID column indicates the patient identifier that is associated with the payment.
13	Patient Name	The Patient Name columns list the patient Last and First name that is associated with the transaction.

14	Charges	The Charges column displays the total charges for the selected transaction.
15	Insurance Pay & Patient Pay	The Ins. Pay & Pat Pay column displays the payment posted by the insurance company and the patient.
16	Check Number	The Check Number column provides the check numbers for payments that were made by check.
17	Deposit Source	The Deposit Source column indicates where the payment originated.
18	Deposit Method	The Deposit Method column indicates the method by which the payment was paid.
19	Note	The Note column indicates any notes entered for the selected transaction.
20	Rendering Provider	The Rendering Provider column lists the name of the provider for the transaction.
21	Location ID	The Location ID column indicates the practice's location where the transaction occurred.