Billing Transaction Analysis: Accounting Transfers

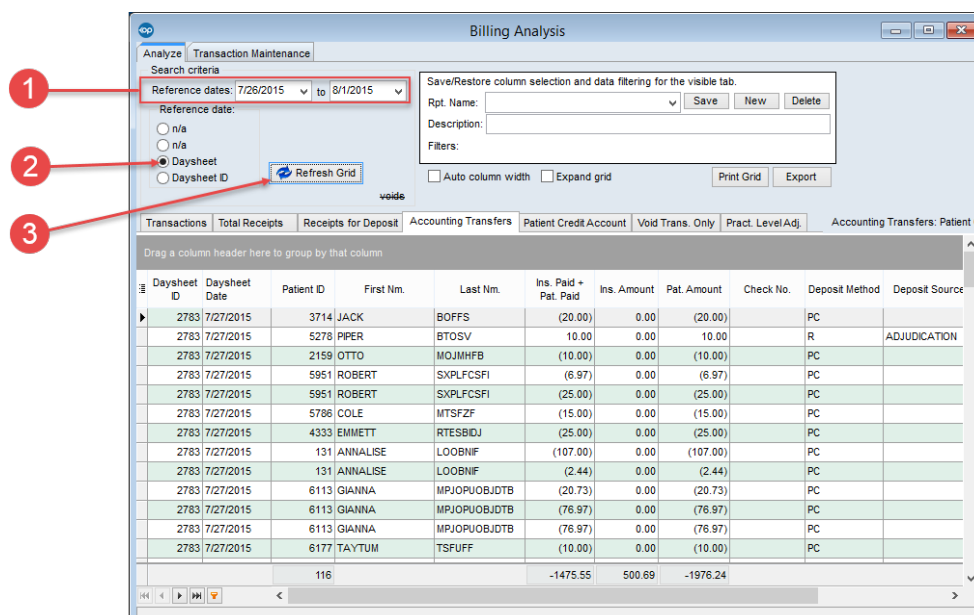Last Modified on 01/02/2020 1:32 pm EST

Version 14.19

When to Use this Report

Use this report to view credits debited from patient credit accounts for a specified period. For example, if you wish to look at all debited credits that were daysheeted in the system for a period of a week, select the date range (1) to be a one week period, choose your reference to be Daysheet (2), and click the **Refresh Grid** button (3).

> **Note**: A debited credit is taking an unallocated patient credit and applying that credit towards a transaction in OP, refunding that unallocated patient credit, or transferring the credit to another patient within the system.

This will show users all daysheeted (archived) debited credit transactions for the time period the user requested the system to recall.

About Billing Analysis: Accounting Transfers

Path: Reports menu > Billing Transaction Analysis > Accounting Transfers tab

This report displays patient credit transfers out of the patient credit accounts.

> **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: Accounting Transfers 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).
3	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.
4	Report Reference Criteria	The Report Reference Criteria settings narrow the information displayed in the grid after selecting a reference date criteria. The selections include: • **Daysheet**: When the payment is locked in and archived on the daysheet, the data will display based on the daysheet date. • **Daysheet ID**: This grid displays data based on the OP assigned Daysheet ID that was created during the selected date range.
5	Refresh Grid button	The **Refresh Grid** 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 **Print Grid** and **Export** buttons are used to print the grid (using the **Print Grid** button) or Exporting the data to Excel (using the **Export** 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 Amount	The Insurance Amount column displays the amount paid by the insurance carrier.
14	Patient Amount	The Patient Amount column displays the total amount paid by the patient.
		The Check Number column displays the check number for the

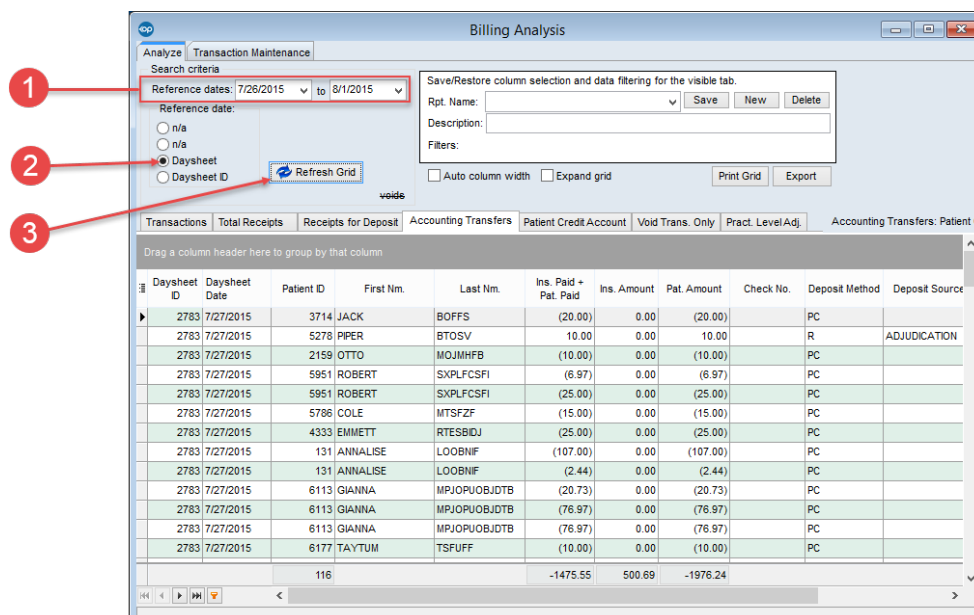| 15	Check Number	indicated transaction.
16	Deposit Source	The Deposit Source indicates the name of the payer for the the deposit.
17	Note	The Note Column provides any notes that were included for the selected transaction.
18	Entered by Staff	The Entered by Staff column identifies the staff member that entered the transaction.
19	Location ID	The Location ID column displays the location identifier for the visit. This is useful for practices that have multiple locations.

Version 14.10

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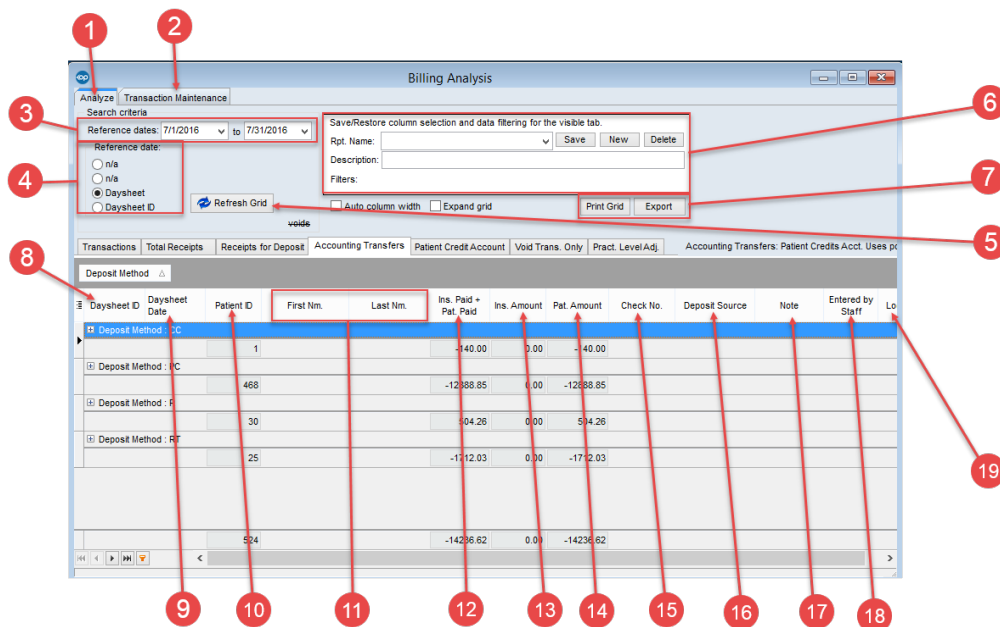
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