

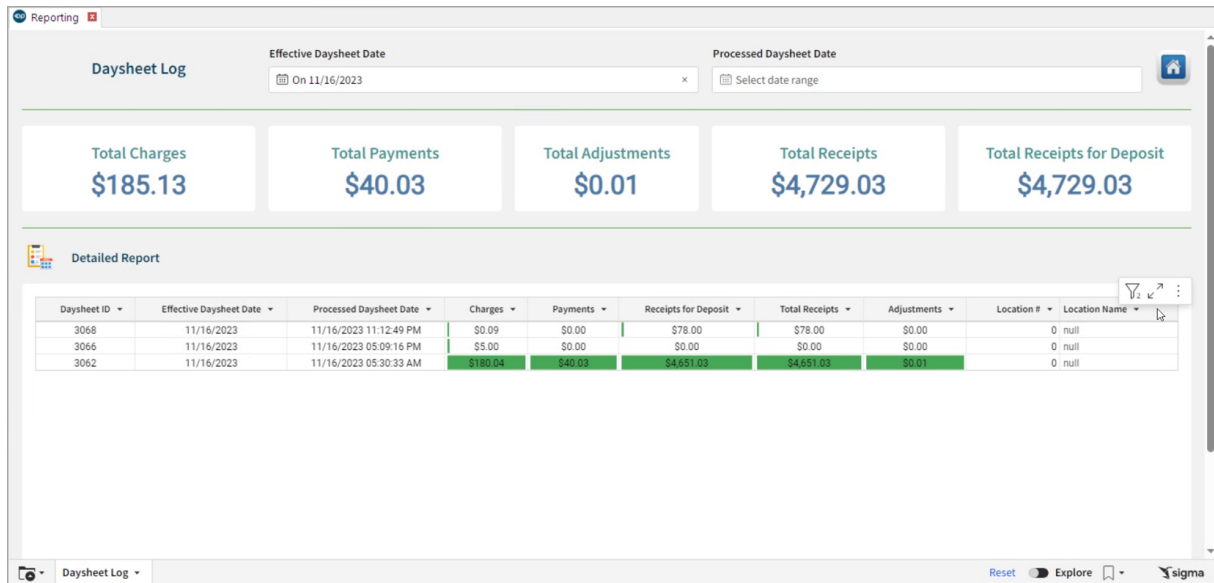
Monthly Reports: Daysheet Log

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Version 21.3

When to Use this Report

Use the Daysheet Log when a user wishes to view pertinent financial totals from each daysheet processed.



The screenshot shows the 'Reporting' section of the software. At the top, there are two date pickers: 'Effective Daysheet Date' (set to 'On 11/16/2023') and 'Processed Daysheet Date' (set to 'Select date range'). Below these are five summary tiles:

- Total Charges: \$185.13
- Total Payments: \$40.03
- Total Adjustments: \$0.01
- Total Receipts: \$4,729.03
- Total Receipts for Deposit: \$4,729.03

Below the summary tiles is a 'Detailed Report' section containing a table with the following data:

Daysheet ID	Effective Daysheet Date	Processed Daysheet Date	Charges	Payments	Receipts for Deposit	Total Receipts	Adjustments	Location #	Location Name
3068	11/16/2023	11/16/2023 11:12:49 PM	\$0.09	\$0.00	\$78.00	\$78.00	\$0.00	0	null
3066	11/16/2023	11/16/2023 05:09:16 PM	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	0	null
3062	11/16/2023	11/16/2023 05:30:33 AM	\$180.04	\$40.03	\$4,651.03	\$4,651.03	\$0.01	0	null

Qualifications

Processing daysheets consistently and using the effective daysheet date according to a protocol determined by the office is the only way that financial reports will be accurate.

About Daysheet Log

Path: Tools > Reporting > Daysheet Dependent > Daysheet Log

The Daysheet Log gathers and displays the pertinent financial totals from each daysheet processed. This report is intended to be a quick reference table for the financial information that is recorded daily.

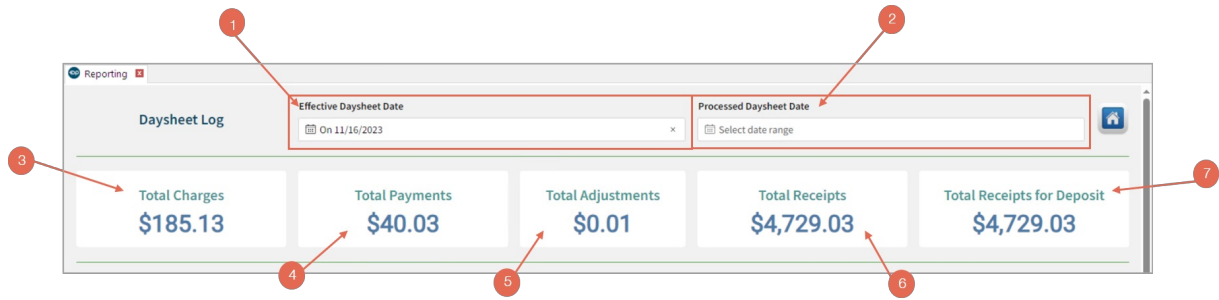
Daysheet Dependent: Daysheet Log Map

Hover over each of the Summary Tiles, to see specific data. For instructions on how to drill down and expand that information from the Summary Tiles, please see the **Drill Down** section of the [Data Element Tutorial](#).



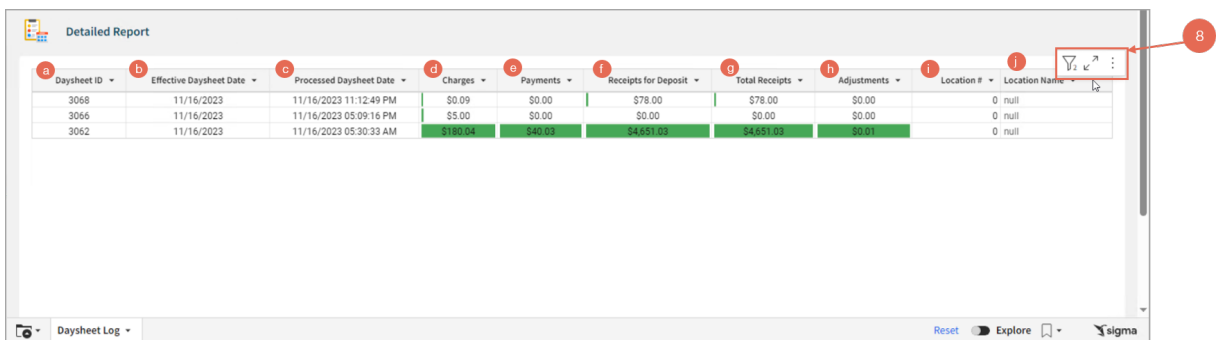
Note: All columns in the Detailed Report section will show by default. To hide columns, see the [Visualization](#) section of the [Maximized Elements](#) article.

Filters and Summary Tiles



Number	Section	Description
1	Effective Daysheet Date	Select the date(s) you wish to search based on the date of the transaction that you daysheeted. Example: Today is 4/4 but I am daysheeting the transactions for 3/31. The effective daysheet date is 3/31. See the Dates section of the Filter Tutorial article for the different selections.
2	Processed Daysheet Date	Select the date(s) you wish to search based on the physical date when the daysheet was ran.
3	Total Charges	The Print button prints the daysheet log grid.
4	Total Payments	The Total Payments tile shows the totals from the Payments column, which displays the the total for all directly applied 'new' money and any applied amounts from credit accounts for the processed daysheet.
5	Total Adjustments	The Total Adjustments tile shows the totals from the Adjustments column, which displays the total of all Adjustment transactions with the processed daysheet.
6	Total Receipts	The Total Receipts tile shows the totals from the Total Receipts column, which includes all items except those designated 'PC', 'AD', 'T', or 'R'.
7	Total Receipts for Deposit	The Total Receipts for Deposit tile shows the totals from the Receipts for Deposit column, which includes payment transactions and patient credit account entries of credit cards, check, cash, and electronic funds transfer.

Detailed Report



Number	Section	Description
a	Daysheet ID	The Daysheet ID is the system generated number given to a daysheet when the daysheet is processed.

b	Effective Datsheet Date	<p>Processing daysheets consistently and using the effective daysheet date according to a protocol determined by the office is the only way that financial reports will be accurate.</p> <ul style="list-style-type: none"> • Productivity report. • Financial Summary reports showing receipts for deposit. • Historical A/R Analysis report.
c	Processed Daysheet Date	The Date DS Processed column provides the physical date when the daysheet was ran.
d	Charges	The Charges column displays the total of all billed charges for the processed daysheet.
e	Payments	The Payments column displays the the total for all directly applied 'new' money and any applied amounts from credit accounts for the processed daysheet.
f	Receipts for Deposit	The Receipts for Deposit are shown on the daysheet and in the Standard Reports form. This reflects 'new' money collected. It includes payment transactions and patient credit account entries of credit cards, check, cash, and electronic funds transfer. This number does not include payments entered by transferring previously collected money from the patient credit account. The Financial Summary is the sum of payments and patients credits collected as designated as CK, CA, CC, BC, OF, EF.
g	Total Receipts	The Total Receipts include all items except those designated 'PC', 'AD', 'T', or 'R'.
h	Adjustments	The Adjustments column displays the total of all Adjustment transactions with the processed daysheet.
i	Location #	The Location column displays the location # for the processed daysheet. This is useful for practices that have multiple locations.
j	Location	The Location column displays the location for the processed daysheet. This is useful for practices that have multiple locations.

Calculation Information

This report is based on the database table 'DayLog'.

An entry is automatically made into this table when a daysheet is processed. Entries exactly match the results that are shown on the daysheet.

All transactions are included in a daysheet: Capitation, practice level adjustments, voids, payments, and credits collected.