

Daily Reports: Total Receipts

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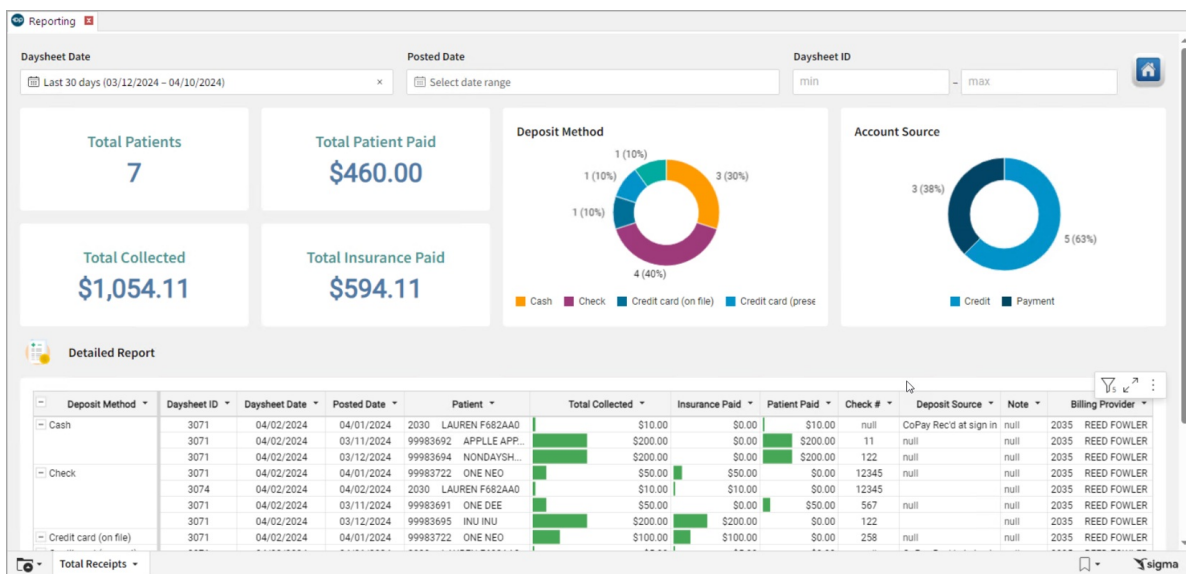
Version 21.3

When to Use this Report

Use this report to view payments and credits collected for a specified date range. For example, if you wish to look at all payments and credits that were set to a daysheet in the system for a period of a week, select the Daysheet date range to be a one week period. This will show users all daysheeted (archived) transactions for the time period the user requested the system to recall.



Note: The Total Collected (6) value will be the same value captured on your Daysheet Log report Total Receipts value.



Qualifications

This report only includes pay methods of 'CK' (Check), 'CA' (Cash), 'CC' (Credit Card), 'BC' (bank card), 'OF' (Credit card on file), and 'EF' (electronic funds). If the pay method is not one of these, it will not be included in the receipts for deposit (different than total receipts - monies that you've actually taken that day).

About Daily Reports: Total Receipts

Path: Tools > Reporting > Daysheet Dependent > Total Receipts

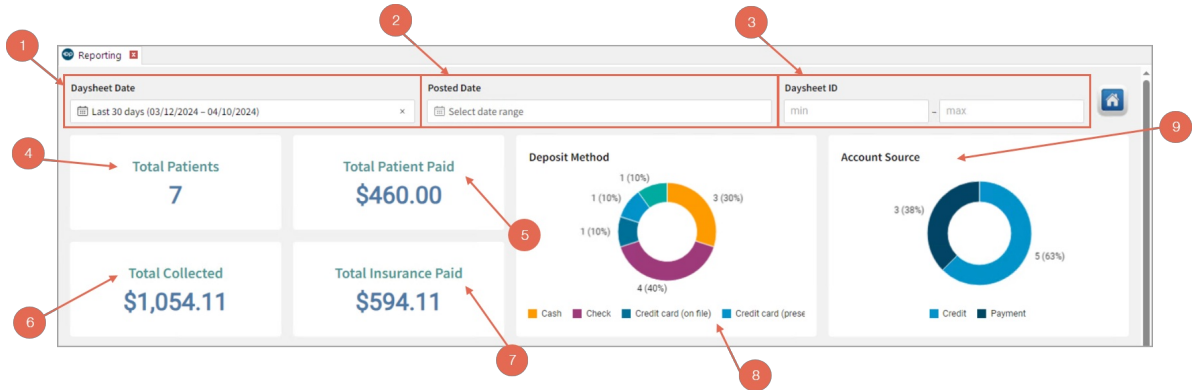
This report displays Receipts, Payment transactions, and Credits collected. The results shown include voids. Results match the results on the daysheet.

Daysheet Dependent: Total Receipts 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	Daysheet Date	This is the effective Daysheet date. Select the date(s) for the displayed record's date range. Reports that meet the criteria and fall within the selected date range will appear in the detailed reports grid. See the Dates section of the Filter Tutorial article for the different selections.
2	Posted Date	Select the date(s) to display the transactions for the posted date selected AS LONG AS they were also daysheeted. See the Dates section of the Filter Tutorial article for the different selections.
3	Daysheet ID	Put in a range to display data based on the OP assigned Daysheet ID that was created during the selected date range.
4	Total Patients	This Summary tile shows a true patient count , not a line item count. Patients can show up multiple times in the grid below and only be counted once in the tile.
5	Total Collected	This Summary tile shows the total amount paid by the patient and insurance in the filtered report (totals from the Patient Paid + Insurance Paid column).
6	Total Insurance Paid	This Summary tile shows the total total amount paid by the insurance in the filtered report (totals from the InsurancePaid column).
8	Deposit Method	The Deposit Method pie chart displays the different types of deposit methods. Hover over the chart to see the different methods in more detail.
9	Account Source Receipts	The Account Source Receipts pie chart displays the patient account that the payment and credit comes from. Hover over the chart to see the different source receipts in detail.

Detailed Report

Detailed Report

Deposit Method	Daysheet ID	Daysheet Date	Posted Date	Patient	Total Collected	Insurance Paid	Patient Paid	Check #	Deposit Source	Note	Billing Provider
Cash	3071	04/02/2024	04/01/2024	2030 LAUREN F682AA0	\$10.00	\$0.00	\$10.00	null	CoPay Rec'd at sign in	null	2035 REED FOWLER
	3071	04/02/2024	03/11/2024	99983692 APPLLE APP...	\$200.00	\$0.00	\$200.00	11	null	null	2035 REED FOWLER
	3071	04/02/2024	03/12/2024	99983694 NONDAYSH...	\$200.00	\$0.00	\$200.00	122	null	null	2035 REED FOWLER
Check	3071	04/02/2024	04/01/2024	99983722 ONE NEO	\$50.00	\$50.00	\$0.00	12345	null	null	2035 REED FOWLER
	3074	04/02/2024	04/02/2024	2030 LAUREN F682AA0	\$10.00	\$10.00	\$0.00	12345	null	null	2035 REED FOWLER
	3071	04/02/2024	03/11/2024	99983691 ONE DEE	\$50.00	\$0.00	\$50.00	567	null	null	2035 REED FOWLER
Credit card (on file)	3071	04/02/2024	03/12/2024	99983695 INU INU	\$200.00	\$200.00	\$0.00	122	null	null	2035 REED FOWLER
	3071	04/02/2024	04/01/2024	99983722 ONE NEO	\$100.00	\$100.00	\$0.00	258	null	null	2035 REED FOWLER
	3071	04/02/2024	04/01/2024	2030 LAUREN F682AA0	\$5.00	\$5.00	\$0.00	null	CoPay Rec'd at sign in	null	2035 REED FOWLER
Credit card (present)	3071	04/02/2024	03/25/2024	99982825 KIM XXXTEST	\$148.24	\$148.24	\$0.00	1114498325	null	null	107 Demo Doctor, MC
	3071	04/02/2024	03/25/2024	99982825 KIM XXXTEST	\$15.75	\$15.75	\$0.00	1114498325	null	null	107 Demo Doctor, MC
	3071	04/02/2024	03/25/2024	99982825 KIM XXXTEST	\$15.74	\$15.74	\$0.00	1114498325	null	null	107 Demo Doctor, MC
	3071	04/02/2024	03/25/2024	99982825 KIM XXXTEST	\$15.75	\$15.75	\$0.00	1114498325	null	null	107 Demo Doctor, MC
	3071	04/02/2024	03/25/2024	99982825 KIM XXXTEST	\$33.63	\$33.63	\$0.00	1114498325	null	null	107 Demo Doctor, MC

Detailed Report

Patient Paid	Check #	Deposit Source	Note	Billing Provider	Rendering Provider	Location	Account Source	Archive Flag	Date (Hint)	Transaction ID #	Entered by Staff	
1.00	\$10.00	null	CoPay Rec'd at sign in	null	2035 REED FOWLER	2035 REED FOWLER	Main Office	Credit	0	04/01/2024	164313	2035 REED FOWLER
1.00	\$200.00	11	null	null	2035 REED FOWLER	2035 REED FOWLER	Satellite Location	Credit	0	03/11/2024	164305	2035 REED FOWLER
1.00	\$200.00	122	null	null	2035 REED FOWLER	2035 REED FOWLER	Satellite Location	Credit	0	03/12/2024	164307	2035 REED FOWLER
1.00	\$0.00	12345	null	null	2035 REED FOWLER	2035 REED FOWLER	Main Office	Credit	0	04/01/2024	164311	2035 REED FOWLER
1.00	\$0.00	12345	null	null	2035 REED FOWLER	2035 REED FOWLER	Satellite Location	Payment	1	04/02/2024	1085558	2035 REED FOWLER
1.00	\$50.00	567	null	null	2035 REED FOWLER	2035 REED FOWLER	Main Office	Credit	0	03/11/2024	164303	2035 REED FOWLER
1.00	\$0.00	122	null	null	2035 REED FOWLER	2035 REED FOWLER	Satellite Location	Payment	1	03/12/2024	1085422	2035 REED FOWLER
1.00	\$0.00	258	null	null	2035 REED FOWLER	2035 REED FOWLER	Main Office	Credit	0	04/01/2024	164312	2035 REED FOWLER
1.00	\$0.00	null	CoPay Rec'd at sign in	null	2035 REED FOWLER	2035 REED FOWLER	Main Office	Credit	0	04/01/2024	164314	2035 REED FOWLER
1.24	\$0.00	1114498325	null	107 Demo Doctor, MD	107 Demo Doctor, MD	Main Office - Horsham Pediatrics	Payment	1	11/27/2023	1085435	2035 REED FOWLER	
1.75	\$0.00	1114498325	null	107 Demo Doctor, MD	107 Demo Doctor, MD	Main Office - Horsham Pediatrics	Payment	1	11/27/2023	1085445	2035 REED FOWLER	
1.74	\$0.00	1114498325	null	107 Demo Doctor, MD	107 Demo Doctor, MD	Main Office - Horsham Pediatrics	Payment	1	11/27/2023	1085451	2035 REED FOWLER	
1.75	\$0.00	1114498325	null	107 Demo Doctor, MD	107 Demo Doctor, MD	Main Office - Horsham Pediatrics	Payment	1	11/27/2023	1085440	2035 REED FOWLER	
1.63	\$0.00	1114498325	null	107 Demo Doctor, MD	107 Demo Doctor, MD	Main Office - Horsham Pediatrics	Payment	1	11/27/2023	1085448	2035 REED FOWLER	

Number	Section	Description
a	Deposit Method	The Deposit Method column displays the type of pay method. You can collapse and expand each pay method type.
b	Daysheet ID	The Daysheet ID column displays the daysheet identifier for the indicated transaction.
c	Daysheet Date	The Daysheet Date column displays the date that the daysheet was created.
d	Posted Date	The Posted Date column displays the date the indicated transactions were posted.
e	Patient	The Patient column displays the patient's first and last name and the patient identifier for the indicated transaction.
f	Total Collected	The Total Collected column displays the total amount paid by the insurance carrier and the patient (adding the Insurance Paid column and Patient Paid column together).
g	Insurance Paid	The Insurance Paid column displays the amount paid by the insurance carrier.
h	Patient Paid	The Patient Pay column displays the total amount paid by the patient.
i	Check #	The Check # column displays the check number for the indicated transaction.
j	Deposit Source	The Deposit Source column displays the way the deposit was collected (eg Copay, Portal, Deductible).
k	Note	The Note Column provides any notes that were included for the selected transaction.
l	Billing Provider	The Provider with Billing credentials associated with performing the service.
m	Rendering Provider	The Provider who performed the service.
n	Location ID	The Location ID in OP. This is useful for practices that have multiple locations.
o	Account Source	The Acct Source column indicates how the payment was made where C = payment entered as a credit and P= payment posted directly against a charge.

p	Archive Flag	Identifies if this line has been daysheeted or not. The Archive Flag numbers listed in the column: <ul style="list-style-type: none">• 0: Non-daysheeted• 1: Daysheeted• 2: Daysheeted Voids• 3: Non-daysheeted Voids
q	Date (hint)	DOS for payments and posted date for credits.
r	Transaction ID #	The official Transaction ID in OP.
s	Entered by Staff	The name of the staff member who entered this transaction