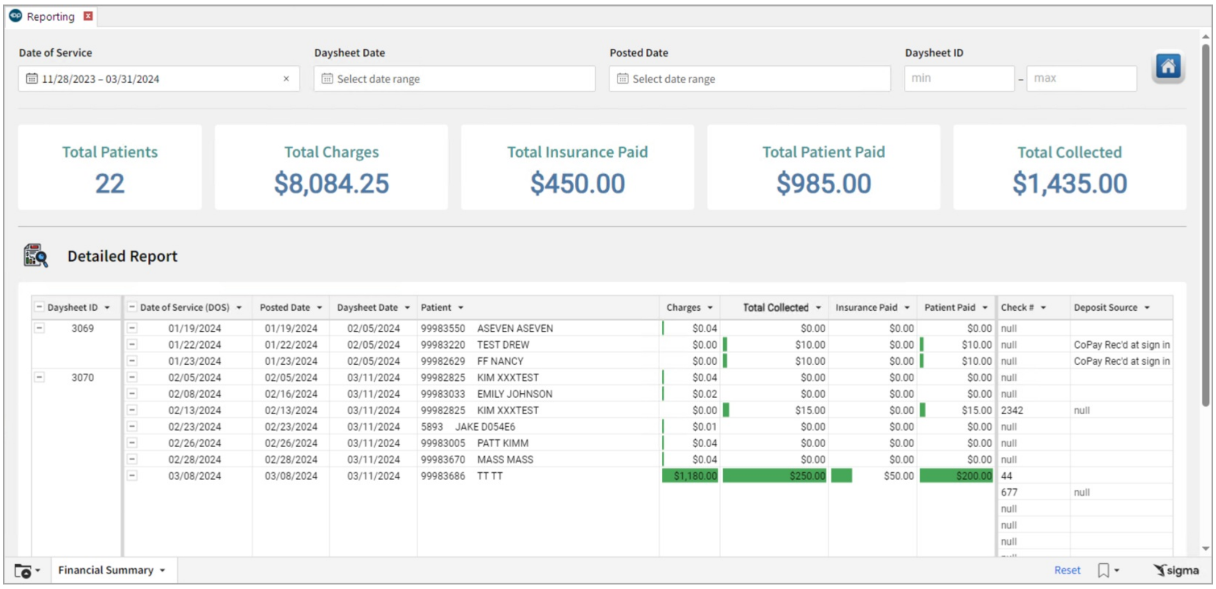
Monthly Reports: Financial Summary

Last Modified on 05/08/2024 9:21 am EDT

Version 21.3

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: Tools > Reporting > Monthly Reports > Financial Summary**

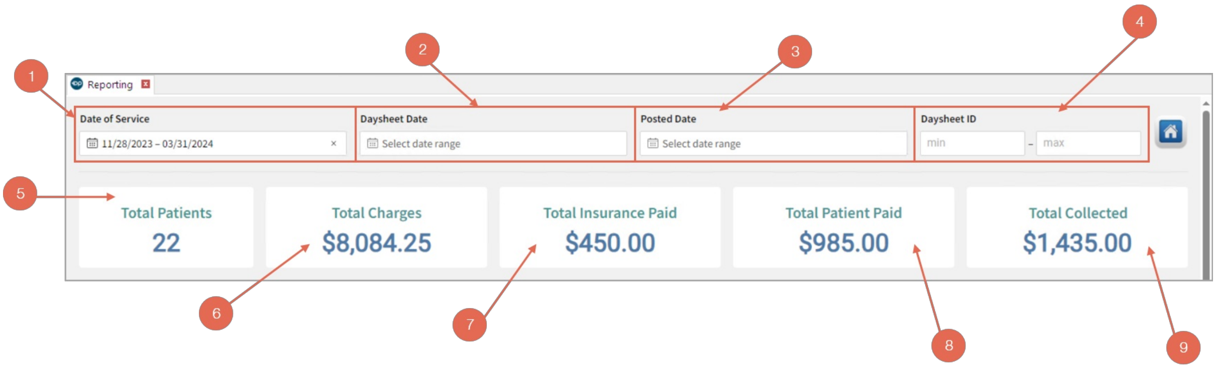
The Financial Summary Report displays Charges and Receipts for each transaction in your chosen date range. Each charge and payment with a Payment method of CK, CA, CC, BC, OF, EF are included on a separate line within the report.

Monthly Reports: Financial Summary 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.

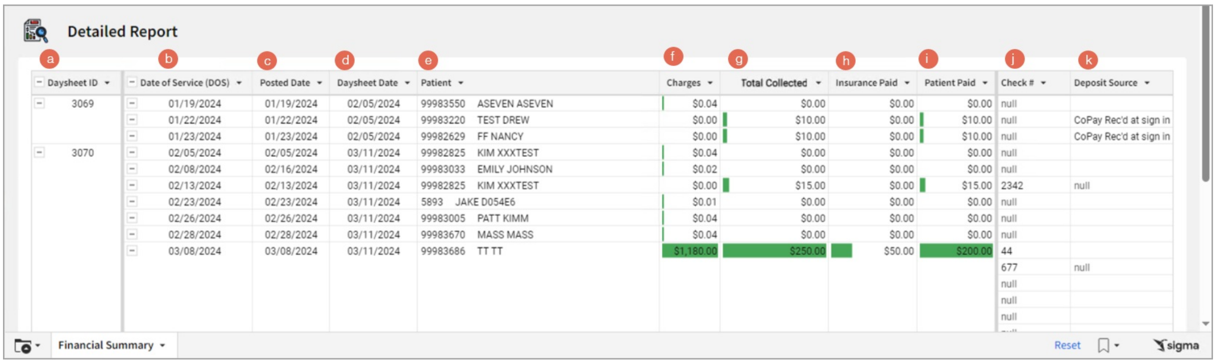
> **Note**: All columns in the Detailed Report section will show by default. To hide columns, see the **Visualization** section of the Maximized Elements article.

Filters and Summary Tiles



Number	Section	Description
1	Date of Service	This is the date the service was performed. 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	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.
3	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.
4	Daysheet ID	Put in a range to display data based on the OP assigned**Daysheet ID** that was created during the selected date range.
5	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.
6	Total Charges	The Total Charges Summary Tile displays the total amount of charges for the combined services rendered.
7	Total Insurance Paid	This Summary tile shows the total amount paid by the insurance carrier in the filtered report (totals from the Insurance Paid column).
8	Total Patient Paid	This Summary tile shows the total amount paid by the patients in the filtered report (totals from the Patient Paid column).
9	Total Collected	The **Total Collected** Summary tile displays the total amount paid by the insurance carrier and the patient (adding the Insurance Paid summary tile and Patient Paid summary tile together).

Detailed Report



Daysheet ID	Date of Service (DOS)	Posted Date	Daysheet Date	Patient	Charges	Total Collected	Insurance Paid	Patient Paid	Check #	Deposit Source
3069	01/19/2024	01/19/2024	02/05/2024	99983550 ASEVEN ASEVEN	$0.04	$0.00	$0.00	$0.00	null	
	01/22/2024	01/22/2024	02/05/2024	99983220 TEST DREW	$0.00	$10.00	$0.00	$10.00	null	CoPay Rec'd at sign in
	01/23/2024	01/23/2024	02/05/2024	99982629 FF NANCY	$0.00	$10.00	$0.00	$10.00	null	CoPay Rec'd at sign in
3070	02/05/2024	02/05/2024	03/11/2024	99982825 KIM XXXTEST	$0.04	$0.00	$0.00	$0.00	null	
	02/08/2024	02/16/2024	03/11/2024	99983033 EMILY JOHNSON	$0.02	$0.00	$0.00	$0.00	null	
	02/13/2024	02/13/2024	03/11/2024	99982825 KIM XXXTEST	$0.00	$15.00	$0.00	$15.00	2342	null
	02/23/2024	02/23/2024	03/11/2024	5893 JAKE D054E6	$0.01	$0.00	$0.00	$0.00	null	
	02/26/2024	02/26/2024	03/11/2024	99983005 PATT KIMM	$0.04	$0.00	$0.00	$0.00	null	
	02/28/2024	02/28/2024	03/11/2024	99983670 MASS MASS	$0.04	$0.00	$0.00	$0.00	null	
	03/08/2024	03/08/2024	03/11/2024	99983686 TT TT	$1,180.00	$250.00	$50.00	$200.00	44	
									677	null
									null	
									null	
									null	

Number	Section	Description
a	Daysheet ID	The Daysheet ID is the system generated number given to a daysheet when the daysheet is processed.
b	Date of Service (DOS)	This is the date of service for payments.
c	Posted Date	The Posted Date column displays the date the indicated transactions were posted.
d	Daysheet Date	The Daysheet Date column displays the date that the daysheet was created.
e	Patient	The Patient column displays the patient's first and last name and the patient identifier for the indicated transaction.
f	Charges	The Charges column displays the charges for the service rendered for that particular patient.
g	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).
h	Insurance Paid	The Insurance Paid column displays the amount paid by the insurance carrier.
i	Patient Paid	The Patient Pay column displays the total amount paid by the patient.
j	Check #	The Check # column displays the check number for the indicated transaction.
k	Deposit Source	The Deposit Source column displays the way the deposit was collected (eg Copay, Portal, Deductible).