

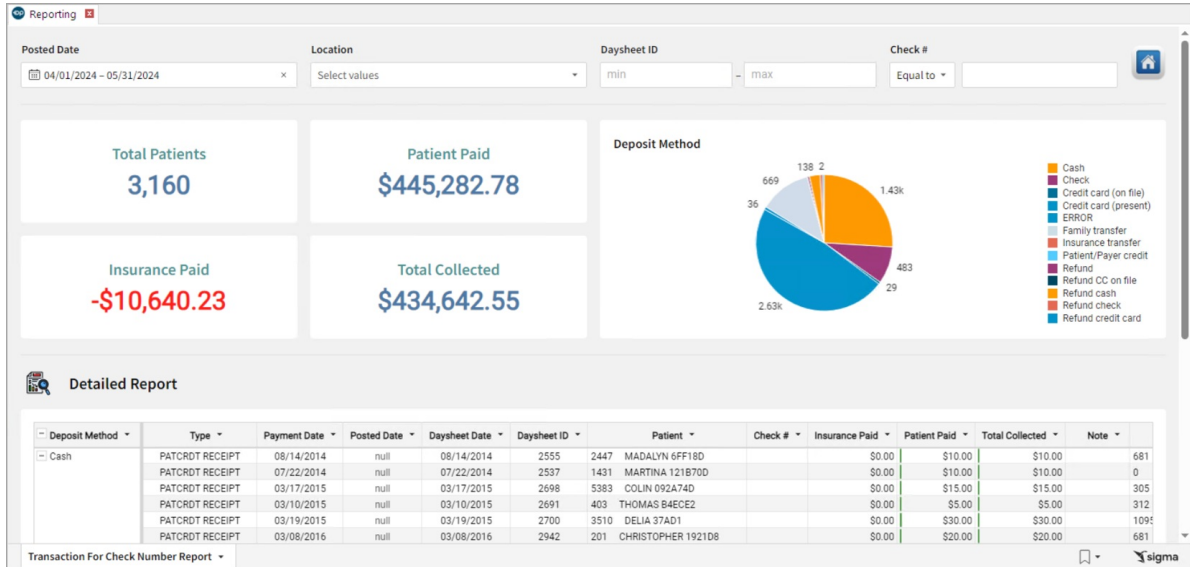
Daily Reports: Transactions for Check Number

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Version 21.3

When to Use this Report

Use this report to review a posted EOB/ERA and balance funds posted, especially when there are complex elements such as recoups or take-backs.



About Daily Reports: Transactions for Check Number

Path: Tools > Reporting > Daily Reports > Transactions for Check Number

The Transactions by Check Number report displays all transactions associated with a Check Number. This report will also show users a summary of payments collected or allocated to a specific payment method, transfer, or refund.

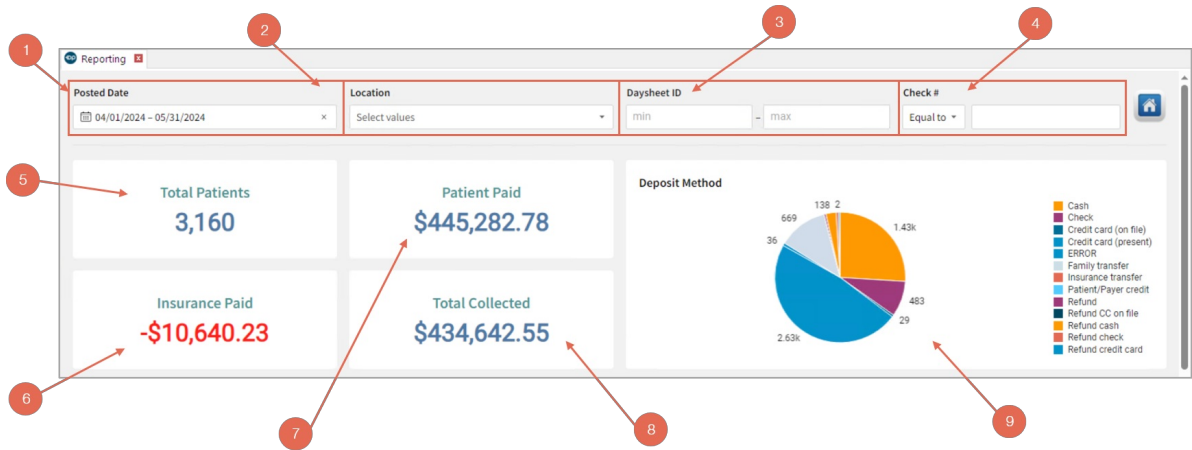
Daily Reports: Transactions for Check Number Map

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	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.
2	Location	The Location filter allows you to select the Location(s) you want to search by.
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	Check #	The Check number filter allows you to type in a check number or a portion of the check number, while selecting the qualification in the drop-down (eg Equal to).
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	Insurance Paid	This Summary tile shows the total total amount paid by the insurance in the filtered report (totals from the Insurance Paid column).
7	Patient Paid	This Summary tile shows the total total amount paid by the patients in the filtered report (totals from the Patient Paid column).
8	Total Collected	The Total Collected Summary tile displays the total amount paid by the insurance carrier and the patient (adding the Insurance Paid column and Patient Paid column together).
9	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.

Detailed Report

Deposit Method	Type	Payment Date	Posted Date	Daysheet Date	Daysheet ID	Patient	Check #	Insurance Paid	Patient Paid	Total Collected	Note
Cash	PATCRDT RECEIPT	05/01/2014	null	05/01/2014	2479	2687 MATTHEW 863C1	216	\$0.00	\$14.60	\$14.60	
Check	PATCRDT RECEIPT	09/14/2015	null	09/14/2015	2819	5600 REESE 273A9	735	\$0.00	\$10.00	\$10.00	
	PATCRDT RECEIPT	03/22/2016	null	03/22/2016	2955	6613 BRADY CED7	337	\$0.00	\$20.00	\$20.00	
	PATCRDT RECEIPT	01/08/2014	null	01/08/2014	2392	5084 MAGGIE E92A	494	\$0.00	\$10.00	\$10.00	
	PATCRDT RECEIPT	09/30/2015	null	09/30/2015	2832	2065 MARY 7284BE	4454	\$0.00	\$25.00	\$25.00	
	TRANSACTION	04/08/2024	04/08/2024	04/25/2024	3076	99982998 BRITT TEST	456+6	\$0.00	\$0.00	\$0.00	
	PATCRDT RECEIPT	06/21/2016	null	06/21/2016	3019	3896 ALLISON BEOA11	955	\$0.00	\$20.00	\$20.00	
	PATCRDT RECEIPT	06/06/2016	null	06/08/2016	3011	443 DANIEL 956FB80	3161	\$0.00	\$10.00	\$10.00	form fee paid
	PATCRDT RECEIPT	09/27/2013	null	09/28/2013	2315	3406 JAINA 02812	474	\$0.00	\$20.00	\$20.00	
	PATCRDT RECEIPT	01/05/2015	null	01/05/2015	2647	5417 JACK 4DCSEA	4403	\$0.00	\$15.00	\$15.00	
	PATCRDT RECEIPT	03/09/2015	null	03/09/2015	2690	2569 LAILA CDF7170	1847	\$0.00	\$20.00	\$20.00	
	PATCRDT RECEIPT	01/20/2014	null	01/20/2014	2399	2666 NICHOLAS 2320968	511	\$0.00	\$20.00	\$20.00	
	PATCRDT RECEIPT	12/11/2015	null	12/12/2015	2881	1328 ELIANA CDF7170	1941	\$0.00	\$20.00	\$20.00	
	PATCRDT RECEIPT	03/20/2015	null	03/20/2015	2701	236 ELIZABETH 2FF3E	4863	\$0.00	\$20.00	\$20.00	
	PATCRDT RECEIPT	06/15/2016	null	06/16/2016	2016	2664 RYAN ADF217E17	534	\$0.00	\$10.00	\$10.00	form fee paid

Detailed Report

	Note	Billing Provider	Rendering Provider	Entered by Staff	Deposit Source	Transaction ID #	Location	Archive Flag	Insurance Adjustment	Patient Adjustment
4.60		305 Demosthenes D. Wiggin	0	829 F83F F099B9813	CoPay Rec'd at sign in	132619	Main Office	0	0	0
0.00		1095 Sharon Sowinski	0	390 69E508BB84C ACA8A01	CoPay Rec'd at sign in	151009	Main Office	0	0	0
0.00		305 Demosthenes D. Wiggin	0	1424 2991646 6BA9674A	CoPay Rec'd at sign in	159032	Main Office	0	0	0
0.00		681 Karen David	0	829 F83F F099B9813	CoPay Rec'd at sign in	127915	Main Office	0	0	0
5.00		681 Karen David	0	1424 2991646 6BA9674A	CoPay Rec'd at sign in	151607	Main Office	0	0	0
0.00		107 Demo Doctor, MD	107 Demo Doctor, MD	3459 Matt Tadros		1085590	Satellite Location	1	0	0
0.00		305 Demosthenes D. Wiggin	0	391 Cathy Medical, RN	CoPay Rec'd at sign in	162700	Main Office	0	0	0
0.00	form fee paid	0	0	390 69E508BB84C ACA8A01		162132	Main Office	0	0	0
0.00		1095 Sharon Sowinski	0	1126 Melanie Koffel	CoPay Rec'd at sign in	124341	Main Office	0	0	0
5.00		1095 Sharon Sowinski	0	391 Cathy Medical, RN	CoPay Rec'd at sign in	141047	Main Office	0	0	0
0.00		681 Karen David	0	390 69E508BB84C ACA8A01	CoPay Rec'd at sign in	144003	Main Office	0	0	0
0.00		681 Karen David	0	1126 Melanie Koffel	CoPay Rec'd at sign in	128380	Main Office	0	0	0
0.00		681 Karen David	0	1424 2991646 6BA9674A	CoPay Rec'd at sign in	154236	Main Office	0	0	0
0.00		1095 Sharon Sowinski	0	390 69E508BB84C ACA8A01	CoPay Rec'd at sign in	144540	Main Office	0	0	0
0.00	form fee paid	0	0	390 69E508BB84C ACA8A01		162473	Main Office	0	0	0

Number	Section	Description
a	Deposit Method	The Deposit Method column displays the type of pay method (eg Cash, Check, Credit Card).
c	Payment Date	The Payment Date column displays the date the payment was collected.
d	Posted Date	The Posted Date column displays the date the indicated transactions were posted.
e	Daysheet Date	The Daysheet Date column displays the date that the daysheet was created.
f	Daysheet ID	The Daysheet ID column displays the daysheet identifier for the indicated transaction.
g	Patient	The Patient column displays the patient's first and last name and the patient identifier for the indicated transaction.
h	Check #	The Check # column displays the check number for the indicated transaction.
i	Insurance Paid	The Insurance Paid column displays the amount paid by the insurance carrier.
j	Patient Paid	The Patient Pay column displays the total amount paid by the patient.
k	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).
l	Note	The Note Column provides any notes that were included for the selected transaction.
m	Billing Provider	The provider with Billing Credentials that billed for the service
n	Rendering Provider	The Provider who performed the service.
o	Entered by Staff	The name of the staff member who entered this transaction.
p	Deposit Source	The Deposit Source column displays the way the deposit was collected (eg Copay, Portal, Deductible).
q	Transaction ID #	The official Transaction ID in OP.
r	Location	The Location(s) where the indicated service was performed.
s	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
t	Insurance Adjustment	The Insurance Adjustment column indicates the amount the insurance adjusted.
u	Patient Adjustment	The Patient Adjustment column indicates the amount of the charge adjustment that was written off for a particular CPT code.

