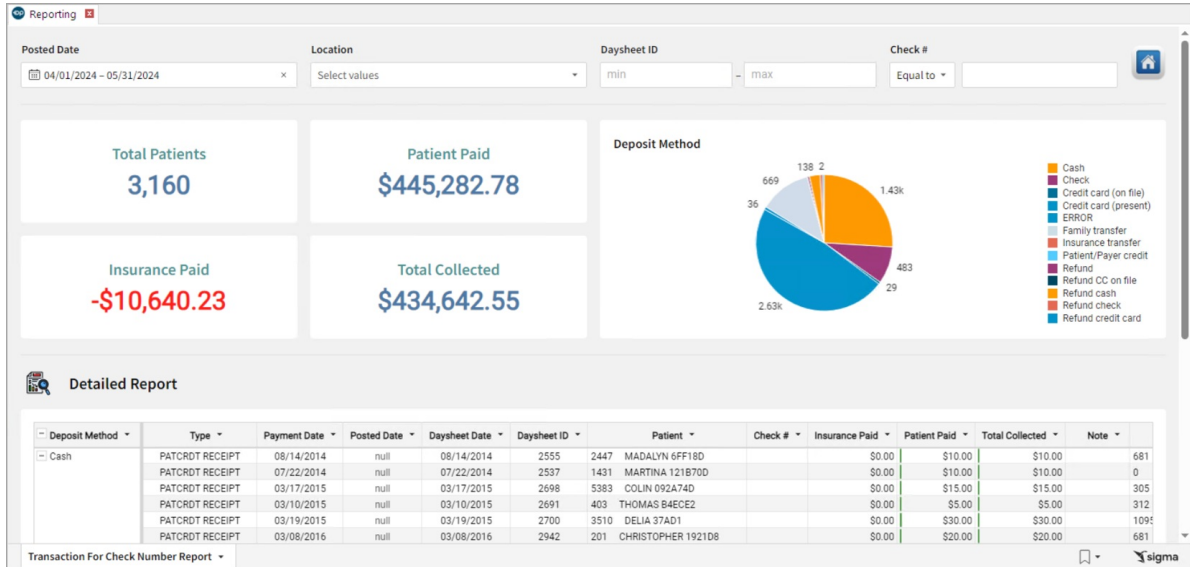# Daily Reports: Transactions for Check Number

Last Modified on 05/16/2024 3:38 pm EDT

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
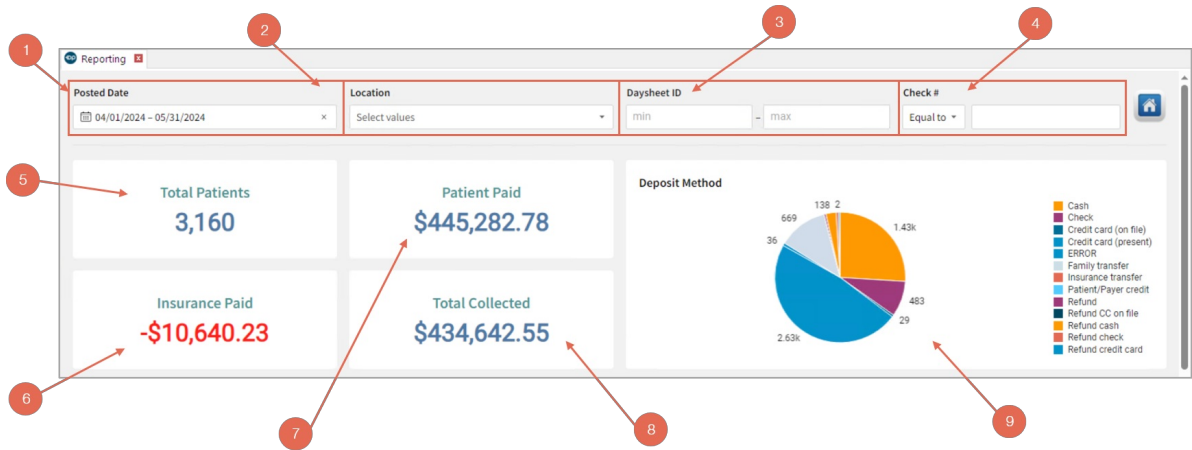
Number	Section	Description
1	Posted Date	Select the date(s) to display the transactions for the posted date selected AS LONG AS they were also daysheeted. See the **Dates** section of the Filter Tutorial article for the different selections.
2	Location	The Location filter allows you to select the Location(s) 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

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: • **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.