

Financial Transactions (Day Sheet)

09/09/2024 10:21 am EDT

Financial Transactions Report

- The Financial Transactions Report will show you what has been posted (charges, insurance/patient payments, and insurance/patient adjustments) for a particular day or a date range. You can specify other parameters including the office and even the exam room.
- Many practices use this report to balance at the end of the day and verify that all cash/payments that were received were posted. The information listed is in real-time, so it can change as charges are placed on appointments and ERAs/EOBs are posted if it fits within the parameters you selected.

1. The Financial Transactions Report can be found by navigating to **Billing > Financial Transactions (Day Sheet)**.

Once inside the report, you will have additional filters available. The red box below indicates where you can specify a date range (from a single date to a max of 31 days).

Once you have selected your options, click on the blue **Update** (green arrow below) on the right, and the information will be retrieved from the server and displayed for you. This information will also be stored as cached data for 24 hours. Any additional queries made during that period will first be pulled from cached data if available. This will speed up the time it takes to generate the report.

You will want to use the **Update All** (purple arrow below) option if additional entries have been added for the time-period you are searching. By selecting the Update All button, the system will retrieve refreshed data from the server and will display it for you. The date and time of the latest cached data will be listed just to the left of the Update All button.

The screenshot shows the 'Day Sheet' interface for 'Reimbursement Analysis'. At the top, there are tabs for 'Day Sheet', 'Default', and 'Reimbursement Analysis'. Below the tabs, there are several filter options: a date range from '08/01/2022' to '08/31/2022' (highlighted with a red box), 'Max 31 days', 'Patient', 'All Office', 'All Room', and 'All Reasc'. There are also dropdown menus for 'Claim Type' (set to 'All Claims'), 'Display Credits & Adjmt by' (set to 'Posted Date'), 'Display Charges by' (set to 'Posted Date'), and 'Include Moved Cash' (set to 'Yes'). On the right side, there are two buttons: 'Update All' (with a purple arrow pointing to it) and 'Update' (with a green arrow pointing to it). Below the filters, it says 'Data as of: 08/31/2022 8:36 AM'. At the bottom, there are four summary boxes: 'Grand Totals' (with sub-tabs for 'Credits & Adjustments', 'Patient Payments', and 'Charges'), 'DEBIT' (\$0.00), 'CREDIT' (\$0.00), 'ADJUSTMENT' (\$0.00), and 'PATIENT PAYMENT' (\$0.00). An 'Action' dropdown menu is visible on the right side of the summary boxes.

The information will be displayed as a summary, like the example below. The default is set to land on the **Grand Totals** tab. You can see at a glance 4 key metrics:

- **Debit** - Amount of charges posted for the specified parameters (date/office/exam room)
- **Credit** - Amount of insurance payments posted for the specified parameters (date/office/exam room)
- **Adjustment** - Amount of adjustments posted for the specified parameters (date/office/exam room)
- **Patient Payment** - Amount of patient payments posted for the specified parameters (date/office/exam room)

Summary	Credits & Adjustments	Patient Payments	Charges	Action
\$0.00	\$0.00	\$0.00	\$0.00	
DEBIT	CREDIT	ADJUSTMENT	PATIENT PAYMENT	

For detailed information in any of these categories, click on the blue tab that corresponds to the information you seek. Each will bring up all the details (patient, date of service, amount, etc) that make up the amount shown on the summary **Grand Total** tab.

Summary	Credits & Adjustments	Patient Payments	Charges	Action
\$0.00	\$0.00	\$0.00	\$0.00	
DEBIT	CREDIT	ADJUSTMENT	PATIENT PAYMENT	

You can print or export the report by clicking on the green **Action** button on the right.

Summary	Credits & Adjustments	Patient Payments	Charges	Action
\$0.00	\$0.00	\$0.00	\$0.00	
DEBIT	CREDIT	ADJUSTMENT	PATIENT PAYMENT	

Any exported report will generate and become available in your message center.
