

Overview of Posting Dates

In Version 6.0 we moved all financial reporting to be based off of the Posting Date.

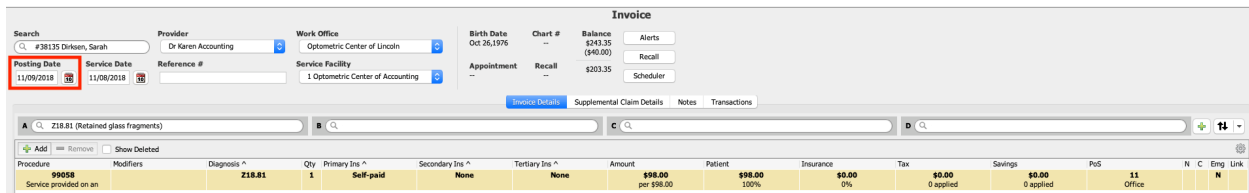
The Posting Date of each transaction is the financial posting date.

The Posting Date reflects the following:

Date on which, the transaction took place and the revenue/expense was recognized

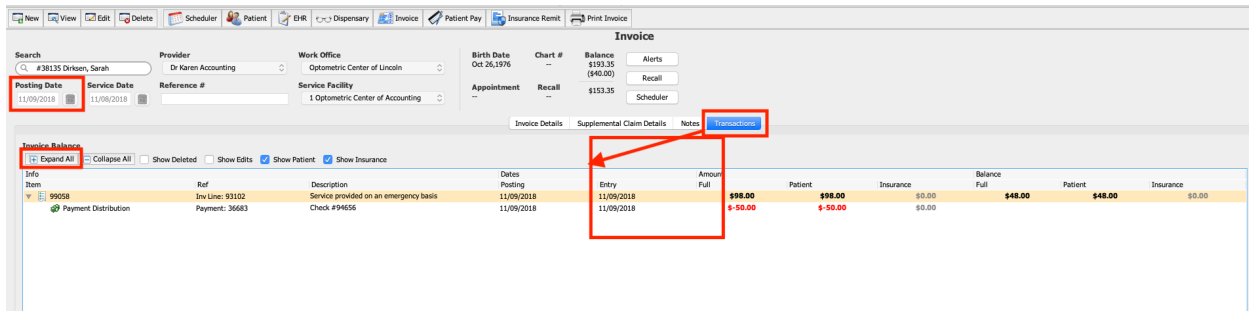
Date on which, the payment was received/paid

The Posting Date is located in the Invoice, Patient Payments, Returns, Refunds, and Insurance Payments screens



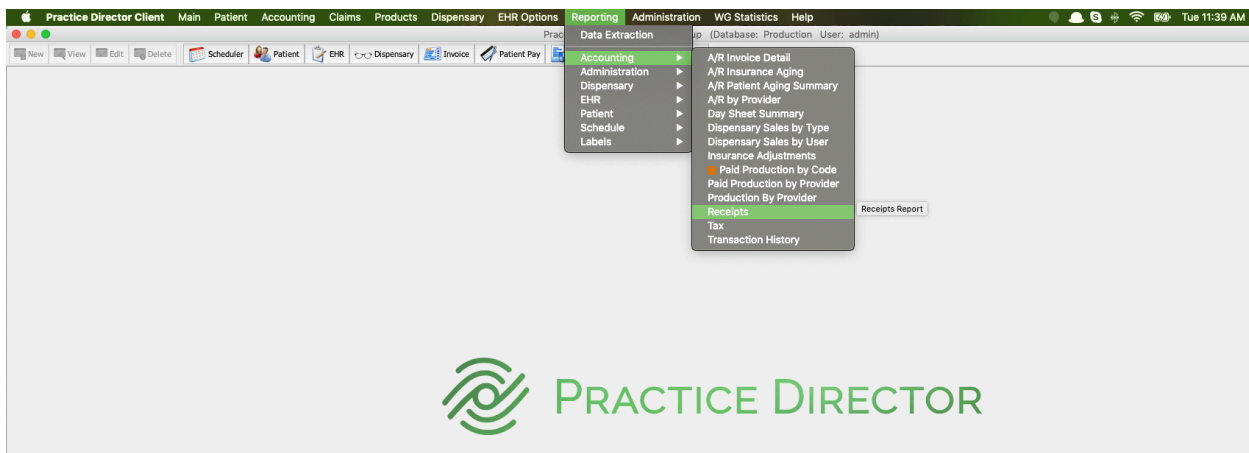
Procedure	Modifiers	Diagnosis	Qty	Primary Ins	Secondary Ins	Tertiary Ins	Amount	Patient	Insurance	Tax	Savings	PoS	N	C	Emp	Link
99058		Z18.81	1	Self-paid	None	None	\$98.00 per \$98.00	\$98.00 100%	\$0.00 0%	\$0.00 0 applied	\$0.00 0 applied	11 Office				

The system will also record the entry date as the date the transaction was actually entered/edited/voided in the system. Any invoice in the system will show both dates in the Transaction Tab in expanded view.



Item	Ref	Description	Dates	Posting	Amount	Patient	Insurance	Balance
99058	Inv Line: 93102	Service provided on an emergency basis	11/09/2018	11/09/2018	\$98.00	\$98.00	\$0.00	\$98.00
Payment Distribution	Payment: 36683	Check #94656	11/09/2018	11/09/2018	\$-50.00	\$-50.00	\$0.00	\$48.00

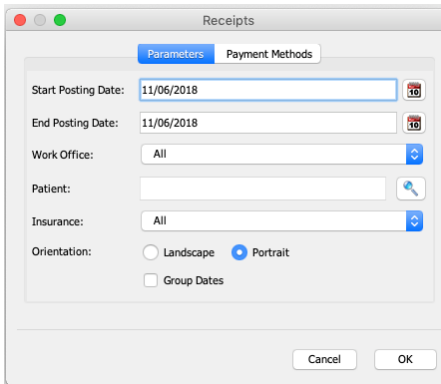
The Receipts Report is your end of day deposit report. It is used to show the money that has been taken for a specific date range (based off Posting Date).



To run the Receipts Report, go to
Reporting
Accounting
Receipts

When the Receipts dialog opens there are two tabs you can select your parameters to run by and you can select what payment methods display on the report.

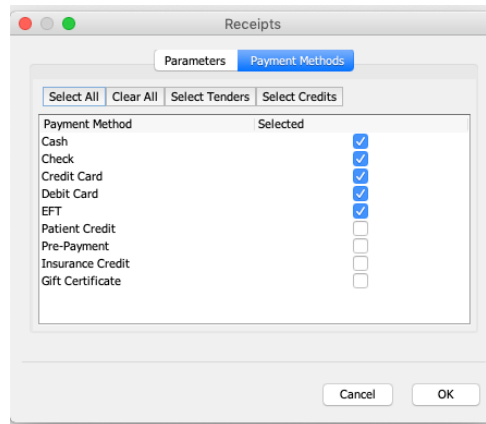
Parameters



- Start and End Date – Specify the date range that you want to run the report for. The default is to run for today's date
- Work Office – The user may select the work office from the drop down or use the default All
- Patient – You may select to run this report for one particular patient by using the lookup.
- Insurance – You may select to run this report for one particular insurance company by using the drop down or leaving selected to All
- Orientation – You may choose to run the report in Landscape or Portrait
- Group Dates – If you are running for a date range, we recommend grouping by dates so they are together on the report.
- Select OK to run the report

Payment Methods

Payment Methods is a customization that allows you to select which payment types appear on your Receipts report.



Select the payment methods that you would like to show up on your report. For example, if EFT doesn't impact today's deposit, you can choose to leave it off of the report.

Start Date: Nov 09, 2018

End Date: Nov 09, 2018

Accounting Period: Not Closed

Payment Method: Cash, Check, Credit Card, Debit Card, EFT

Receipts

Receipts for payments in the system.

Printed: Fri Nov 09 15:27:41 CST 2018

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Check						
	11/09/18	EoB: 7490	VSP43423		VSP	\$ 114.99
	11/09/18	Payment: 36683	94656	Dirksen, Sarah		\$ 50.00
	11/09/18	Refund: 75	56565	Brock, Kari		(\$ 25.00)
Tender Sub Total						\$ 139.99
Credit Card - Mastercard						
	11/09/18	Payment: 36684		Halvorson, Karen		\$ 52.00
Tender Sub Total						\$ 52.00
Debit Card - Mastercard						
	11/09/18	Payment: 36685		Chalk, Connie		\$ 14.00
Tender Sub Total						\$ 14.00
			Gross Receipts	Refunds	Net Receipts	
Check			\$164.99	(\$25.00)	\$139.99	
Credit Card			\$52.00	\$0.00	\$52.00	
Debit Card			\$14.00	\$0.00	\$14.00	
Totals			\$230.99	(\$25.00)	\$205.99	

Below are examples of how the Receipts Report is impacted with Edits



When a payment is created and the Posting Date and Entry Date are the same (today), then the reports will show the Posting Date of today.

Start Date: 01/31, 2018

End Date: 01/31, 2018

Accounting Period: Not Closed

Payment Method: Cash, Check, Credit Card, Debit Card, EFT

Receipts

Receipts for payments in the system.

Printed: Wed Nov 07 09:25:16 CST 2018

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Cash						
	10/31/18	Payment: 36681		Halvorson, Karen		\$ 20.00
					Tender Sub Total	\$ 20.00
			Gross Receipts		Refunds	Net Receipts
	Cash		\$20.00		\$0.00	\$20.00
	Totals		\$20.00		\$0.00	\$20.00

If the payment is then edited/voided, since the day is still an open day in the system, all changes will show on the Posting Date (today).

Start Date: 01/31, 2018

End Date: 01/31, 2018

Accounting Period: Not Closed

Payment Method: Cash, Check, Credit Card, Debit Card, EFT

Printed: Wed Nov 07 09:57:46 CST 2018

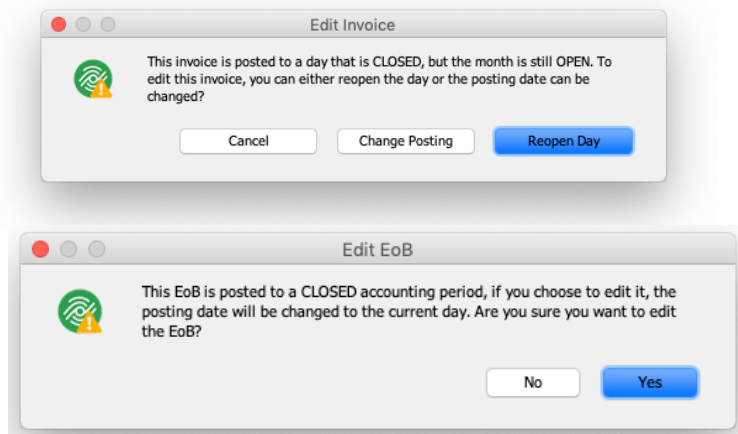
Receipts

Receipts for payments in the system.

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Cash						
	10/31/18	Payment: 36681		Halvorson, Karen		\$ 30.00
					Tender Sub Total	\$ 30.00
			Gross Receipts		Refunds	Net Receipts
	Cash		\$30.00		\$0.00	\$30.00
	Totals		\$30.00		\$0.00	\$30.00

If a payment is edited and the original Posting Date is a closed date, then the system will ask the user if they want to edit, the Posting Date will change to the first open day in the system. If the user agrees, the original transaction numbers will ALWAYS still report on the original Posting Date.

Examples of messages



The reversal of the original amounts and the reposting of the new amounts will all use the new Posting Date (first open day). That way, the net change of the reversal and repost will show on the new Posting Date, but the original amounts will always show on the original Posting Date to keep those numbers/reports intact.

Original Date

Start Date: Oct 31, 2018
End Date: Oct 31, 2018
Accounting Period: Not Closed
Payment Method: Cash, Check, Credit Card, Debit Card, EFT

Printed: Wed Nov 07 09:57:45 CST 2018

Receipts

Receipts for payments in the system.

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Cash	10/31/18	Payment: 36681		Halvorson, Karen		\$ 30.00
					Tender Sub Total	\$ 30.00
			Gross Receipts		Refunds	Net Receipts
	Cash		\$30.00		\$0.00	\$30.00
	Totals		\$30.00		\$0.00	\$30.00

Edited Payment (Original Posting Date Closed)

Start Date: Nov 01, 2018
End Date: Nov 01, 2018
Accounting Period: Not Closed
Payment Method: Cash, Check, Credit Card, Debit Card, EFT

Printed: Wed Nov 07 10:03:07 CST 2018

Receipts

Receipts for payments in the system.

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Cash	11/01/18	Payment: 36681		Halvorson, Karen		(\$ 30.00)
	11/01/18	Payment: 36681		Halvorson, Karen		\$ 30.00
					Tender Sub Total	\$ 0.00
			Gross Receipts		Refunds	Net Receipts
	Totals		\$0.00		\$0.00	\$0.00



Voiding a payment in the system is different than editing. The void is a complete reversal of the original, with nothing being reposted. This can be thought of as a negative transaction.

The current date is used as the Posting Date because, this is the date the business is recognizing the negative transaction.

This can include recognizing changes in

- Revenue
- Expenses
- Amounts received/paid

The original posting dates need to remain intact, the void must be recorded on the current date to keep all accounting clean.

Original Date

The screenshot shows the 'Receipts' report for the period from Nov 05, 2018, to Nov 05, 2018. The report title is 'Receipts' and the subtitle is 'Receipts for payments in the system.' The payment method is listed as 'Cash, Check, Credit Card, Debit Card, EFT'. The report is printed on Nov 09, 2018, at 16:22:44 CST. The table shows two checks: one for \$45.00 and another for \$428.00, both dated 11/05/18. The total amount is \$473.00.

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Check	11/05/18	Payment: 36677	95642	Chalk, Connie		\$ 45.00
	11/05/18	Payment: 36679	54546	Dubas, Diana		\$ 428.00
					Tender Sub Total	\$ 473.00
			Gross Receipts		Refunds	Net Receipts
Check			\$473.00		\$0.00	\$473.00
Totals			\$473.00		\$0.00	\$473.00

Current Date

The screenshot shows the 'Receipts' report for the period from Nov 09, 2018, to Nov 09, 2018. The report title is 'Receipts' and the subtitle is 'Receipts for payments in the system.' The payment method is listed as 'Cash, Check, Credit Card, Debit Card, EFT'. The report is printed on Nov 09, 2018, at 16:23:06 CST. The table shows three checks: one for \$114.99, one for \$45.00 (voided), and one for \$50.00, all dated 11/09/18. The total amount is \$160.99.

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Check	11/09/18	EoB: 7490	VSP43423		VSP	\$ 114.99
	11/09/18	Payment: 36677	95642	Chalk, Connie		(\$ 45.00)
	11/09/18	Payment: 36683	94656	Dirksen, Sarah		\$ 50.00
	11/09/18	Refund: 75	56565	Brock, Kari		(\$ 25.00)
					Tender Sub Total	\$ 94.99
Credit Card - Mastercard						
	11/09/18	Payment: 36684		Halvorson, Karen		\$ 52.00
					Tender Sub Total	\$ 52.00
Debit Card - Mastercard						
	11/09/18	Payment: 36685		Chalk, Connie		\$ 14.00
					Tender Sub Total	\$ 14.00
			Gross Receipts		Refunds	Net Receipts
Check			\$119.99		(\$25.00)	\$94.99
Credit Card			\$52.00		\$0.00	\$52.00
Debit Card			\$14.00		\$0.00	\$14.00
Totals			\$185.99		(\$25.00)	\$160.99



If the transaction needs to be recreated after a void, the user should use the current date as the new transaction Posting Date and then, it will net with the void to report the change on the current date. Users should not go back to the original posting date because the original date/amounts are not removed from that date.

Start Date: Nov 09, 2018

End Date: Nov 09, 2018

Accounting Period: Not Closed

Payment Method: Cash, Check, Credit Card, Debit Card, EFT

Printed: Fri Nov 09 16:28:04 CST 2018

Receipts

Receipts for payments in the system.

Group	Date	Reference	Description	Patient	Insurance	Total Amt
Check						
	11/09/18	EcB: 7490	VSP43423		VSP	\$ 114.99
	11/09/18	Payment: 36677	95642	Chalk, Connie		(\$ 45.00)
	11/09/18	Payment: 36683	94656	Dirksen, Sarah		\$ 50.00
	11/09/18	Refund: 75	56565	Brock, Kari		(\$ 25.00)
Tender Sub Total						\$ 94.99
Credit Card - Mastercard						
	11/09/18	Payment: 36684		Halvorson, Karen		\$ 52.00
	11/09/18	Payment: 36686		Chalk, Connie		\$ 45.00
Tender Sub Total						\$ 97.00
Debit Card - Mastercard						
	11/09/18	Payment: 36685		Chalk, Connie		\$ 14.00
Tender Sub Total						\$ 14.00
			Gross Receipts	Refunds	Net Receipts	
Check			\$119.99	(\$25.00)	\$94.99	
Credit Card			\$97.00	\$0.00	\$97.00	
Debit Card			\$14.00	\$0.00	\$14.00	
Totals			\$230.99	(\$25.00)	\$205.99	