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Advanced Ledger Search Reports Screenshots & Other Details

2012 v 0530

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INTRODUCTION

This document provides you with the search criteria to generate over 30 Advanced Ledger Search (ALS) financial reports. Refer to the [Saved Reports \(Advanced Search\)](#) help topic for information on creating and running a saved report.

Access: Billing tab > Advanced Ledger Search

To select more than one option from a Filtering dropdown, click Multi Select *first*.

The screenshot displays the Advanced Ledger Search (ALS) interface with the following elements:

- Filtering Dropdowns:**
 - Ledger Type:** *ALL REVENUE, *ALL ADJUSTMENTS, *ALL PAYMENT APPLY, *ALL PAYMENT ADD
 - Acct Period:** LOCKED PAST, 2012-01-JUL, 2012-02-AUG, 2012-03-SEP
 - Adjustment Type:** WRITEOFF, CONTRACT RATE, LIABILITY, NON-BILLABLE
 - Payer:** AETNA - MAGELLAN B H, AETNA HMO, AETNA PPO, AetnaLite HMO
 - Payer Type:** AETNA, BCBS, CBH, Medicaid
- Input Fields:** Batch ID, Start Date, End Date, Service ID, Claim ID, HIPAA Adjustment Code, Ledger Line Payer
- Sorting Options:** -- Sort By --, -- Date Type --, Payment ID, -- Sort By 2 --
- Checkboxes:** Group Totals, Group Total Only, Show Undo Lines, Show Revenue Lines, Neg
- Buttons:** Saved Reports, Custom Fields, Custom Filter, Reset, Multi Select

A blue arrow points to the **Multi Select** button, which is highlighted with a blue border.

ACCOUNT ACTIVITY – DETAIL

Purpose

Identifies the transactional dollars that impacted a specific chart of account (COA) number based on the accounting date specified. The other identifiers in this report are Ledger Payer Code, Service ID, and Service Client Name. You can also use this report to audit the dollars exported to that account in your accounting software.

Suggested Saved Report Name

Account Activity – Detail

Filters

1. Ledger Type – *ALL REVENUE/AR EXPORT
2. Acct Period – Relevant accounting period(s)
3. Sort By – Service ID
4. Account Code – Specific account code to be audited

Checkboxes

1. Group Totals
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Date
3. Ledger Payer Code
4. Service ID
5. Service Client Name

| | | | | |
|--|-----------------|------------|-------------------|---------------|
| *ALL REVENUE/AR EXPORT | 2012-06-DEC | Batch ID | -- Payer -- | -- Visit Type |
| -- Adjustment Type -- | Start Date | Service ID | -- Payer Type -- | -- Team -- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | -- Location - |
| Service ID | -- Date Type -- | Payment ID | -- Sort By 2 -- | 4104 |
| <input checked="" type="checkbox"/> Group Totals <input type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input checked="" type="checkbox"/> Negative Amounts | | | | |

ACCOUNT ACTIVITY – MONTHLY SUMMARY

Purpose

Identifies the transactional dollars that impacted each COA number based on accounting date specified (sum totals only, no detail lines). You can also use this report to audit the dollars exported to the accounting software.

Suggested Saved Report Name

Acct Act – Monthly Summary

Filters

1. Ledger Type – *ALL REVENUE/AR EXPORT
2. Acct Period – Relevant accounting period(s)
3. Sort By – Account Code

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Show Rev/AR

Custom Fields

1. Ledger Amount
2. Account Code

| | | | | | |
|---------------------------------------|--|---|--|---|---|
| *ALL REVENUE/AR EXPORT | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- | --- Billi |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- | --- Pro |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- | Ledge |
| Account Code | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code | Client |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input type="checkbox"/> Negative Amounts | <input checked="" type="checkbox"/> Show Rev/AR |

ACTIVE CLAIM RESUBMITTALS – DETAIL AND SUMMARY

Purpose

While there can be different reasons why claims are resubmitted, it can be helpful to know how many resubmittals there are for a specific Payer. If there is a significant number, you can then investigate whether there is something your agency can do to minimize the resubmittals and maximize cash flow. Use this report to better understand what services were resubmitted and possibly why.

Suggested Saved Report Names

Claim Resubmittals – Detail

Claim Resubmittals – Summary

Filters

1. Ledger Type – RESUBMIT CLAIM
2. Start Date and End Date – Period to be reviewed
3. Sort By – Ledger Payer
4. Date Type – Accounting Date

Checkboxes

For Detail version:

1. Group Totals
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

For Summary version:

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

For Detail version:

1. Ledger Type
2. Ledger Amount
3. Posting Date
4. Accounting Date
5. Ledger Payer Code
6. Claim ID
7. Batch ID
8. Service ID

For Summary version:

1. Ledger Type
2. Ledger Payer Code

Detail version:

| | | | | |
|--|---|---|--|--|
| RESUBMIT CLAIM | -- Acct Period - | Batch ID | --- Payer --- | --- Visit Type -- |
| --- Adjustment Type --- | 10/1/2011 | Service ID | --- Payer Type --- | --- Team --- |
| HIPAA Adjustment Code | 2/22/2012 | Claim ID | Ledger Line Payer | --- Location --- |
| Ledger Payer | Accounting Date | Payment ID | --- Sort By 2 --- | Account Code |
| <input checked="" type="checkbox"/> Group Totals | <input type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Summary version:

| | | | | |
|---------------------------------------|--|---|--|--|
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |
|---------------------------------------|--|---|--|--|

A/R ACTIVITY BY ACCOUNT NUMBER – DETAIL AND SUMMARY

Purpose

Identifies the transactional activity that impacted a specific A/R COA number for the period specified. This is not a 30 – 60 – 90 report but a detailed/summary view and validates the A/R reports as well as all account numbers that were impacted by the receivable account number. This report can be run a number of ways – the search criteria below is just an example of what is possible.

Suggested Saved Report Names

A/R Activity by Account Number – Detail

A/R Activity by Account Number – Summary

Detail version note: the search criteria you use determines the number of ledger lines returned. If a large number is returned, it could take a significant amount of time to generate the report.

Filters

1. Ledger Type – *ALL REVENUE/AR EXPORT
2. Accnt Period – Relevant accounting period(s)
3. Sort By – Service ID
4. Account Code – Specific account code to be audited

Checkboxes

For Detail version:

1. Group Totals
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

For Summary version:

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Show Rev/AR

Custom Fields

For Detail version:

1. Ledger Type
2. Ledger Amount
3. Posting Date
4. Accounting Date
5. Ledger Payer Code
6. Claim ID
7. Batch ID
8. Service ID

For Summary version:

1. Ledger Amount
2. Account Code

Detail version:

| | | | | |
|--|---|---|--|--|
| *ALL REVENUE/AR EXPOF | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Service ID | -- Date Type -- | Payment ID | --- Sort By 2 --- | 4101 |
| <input checked="" type="checkbox"/> Group Totals | <input type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Summary version:

| | | | | | |
|---------------------------------------|--|---|--|---|---|
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input type="checkbox"/> Negative Amounts | <input checked="" type="checkbox"/> Show Rev/AR |
|---------------------------------------|--|---|--|---|---|

BANK RECONCILIATION BY DAY

Purpose

Identifies the daily deposits that have been made to the bank based on accounting date specified. You can use this report to reconcile daily bank deposits from all Credible cash transactions on a monthly basis.

Suggested Saved Report Name

Bank Rec by Day

Filters

1. Ledger Type – *ALL
PAYMENT ADD
2. Accnt Period– Relevant
accounting period(s)
3. Sort By – Accounting Date

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Date

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL PAYMENT ADD | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Accounting Date | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

CASH PAYMENTS DETAILS – DAILY

Purpose

Identifies what daily payments have been made by the client or payer and who the staff person was that entered the payment. Includes the Payer Name, Check Number, Payment Amount, Check Date, Deposit Date, Payment Entry Date, Payment Type, Payment Notes, and Service Client Name.

Suggested Saved Report Name

Cash Payments Detail – Daily

Filters

1. Ledger Type – *ALL
PAYMENT ADD
2. Start Date and End Date –
Period to be reviewed
3. Sort By – Ledger Employee
4. Date Type – Accounting Date

Checkboxes

1. Group Totals
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Date
3. Ledger Employee Name
4. Ledger Payer Name
5. Check Number
6. Payment Amount
7. Check Date
8. Deposit Date
9. Payment Date Enter
10. Payment Type
11. Payment Notes
12. Service Client Name

| | | | | |
|--|---|---|--|--|
| *ALL PAYMENT ADD | -- Acct Period -- | Batch ID | -- Payer -- | -- Visit Type -- |
| -- Adjustment Type -- | 2/2/2011 | Service ID | -- Payer Type -- | -- Team -- |
| HIPAA Adjustment Code | 2/2/2012 | Claim ID | Ledger Line Payer | -- Location -- |
| Ledger Employee | Accounting Date | Payment ID | -- Sort By 2 -- | Account Code |
| <input checked="" type="checkbox"/> Group Totals | <input type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

CASH PAYMENTS DETAILS – MONTHLY

Purpose

Identifies what monthly payments have been made by the client or payer and who the staff person was that entered the payment by the Accounting Date specified. Includes the Payer Name, Check Number, Payment Amount, Check Date, Deposit Date, Payment Entry Date, Payment Type, Payment Notes, and Service Client Name.

Suggested Saved Report Name

Cash Payments Details – Monthly

Filters

1. Ledger Type – *ALL
PAYMENT ADD
2. Accnt Period– Relevant
accounting period(s)
3. Sort By – Accounting Date

Checkboxes

1. Group Totals
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Date
3. Ledger Employee Name
4. Ledger Payer Name
5. Check Number
6. Payment Amount
7. Check Date
8. Deposit Date
9. Payment Date Enter
10. Payment Type
11. Payment Notes
12. Service Client Name

| | | | | |
|--|---|---|--|--|
| *ALL PAYMENT ADD | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Accounting Date | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code |
| <input checked="" type="checkbox"/> Group Totals | <input type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

CASH RECEIPTS

Cash Receipts by Payer

Purpose

Identifies the total dollars received by payers during the time period specified. Dollars are reported by the Ledger Payer Codes.

Suggested Saved Report Name

PP Act. Cash Receipts by Payer

Filters

1. Ledger Type – *ALL PAYMENT ADD
2. Accnt Period– Relevant accounting period(s)
3. Sort By – Ledger Payer

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Ledger Payer Code

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL PAYMENT ADD | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Ledger Payer | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Cash Receipts by Prepay Account Code

Purpose

Identifies the total dollars received that impacted the Prepay accounts set up in the Revenue/AR Setup and Config screen. Dollars are reported in summary by the two Prepay account codes (Client Prepay and Insurance Prepay). This can be run by any time frame or by accounting period.

Suggested Saved Report Name

Cash Receipts by PP Acct Code

Filters

1. Ledger Type – *ALL PAYMENT ADD
2. Accnt Period– Relevant accounting period(s)
3. Sort By – Account Code

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Show Rev/AR

Custom Fields

1. Ledger Amount
2. Account Code

| | | | | | |
|---------------------------------------|--|---|--|---|---|
| *ALL PAYMENT ADD | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- | --- Bill |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- | --- Pro |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- | Ledg |
| Account Code | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code | Client |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input type="checkbox"/> Negative Amounts | <input checked="" type="checkbox"/> Show Rev/AR |

Cash Receipts by Staff – Daily

Purpose

Identifies the total dollars received on a daily basis by staff.

Suggested Saved Report Name

Cash Receipts by Staff - Daily

Filters

1. Ledger Type – *ALL
PAYMENT ADD
2. Start Date and End Date –
Period to be reviewed
3. Sort By – Ledger Employee
4. Date Type – Accounting Date

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Type
2. Ledger Employee Name

| | | | | |
|---|--|---|--|--|
| <input type="text" value="*ALL PAYMENT ADD"/> | -- Acct Period - | Batch ID | -- Payer -- | -- Visit Type - |
| -- Adjustment Type -- | <input type="text" value="2/2/2011"/> | Service ID | -- Payer Type -- | -- Team -- |
| HIPAA Adjustment Code | <input type="text" value="2/2/2012"/> | Claim ID | Ledger Line Payer | -- Location -- |
| <input type="text" value="Ledger Employee"/> | <input type="text" value="Accounting Date"/> | Payment ID | -- Sort By 2 -- | Account Cod |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Cash Receipts by Staff – Monthly

Purpose

Identifies the total dollars received on a monthly basis by staff.

Suggested Saved Report Name

Cash Receipts by Staff -
Monthly

Filters

1. Ledger Type – *ALL
PAYMENT ADD
2. Acct Period– Relevant
accounting period(s)
3. Sort By – Ledger Employee

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Ledger Employee Name

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL PAYMENT ADD | 2012-06-DEC | Batch ID | -- Payer -- | -- Visit Type -- |
| -- Adjustment Type -- | Start Date | Service ID | -- Payer Type -- | -- Team -- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | -- Location -- |
| Ledger Payer | -- Date Type -- | Payment ID | -- Sort By 2 -- | Account Cod |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Cash Received by Period – Annually

Purpose

Identifies the total cash received by period on an annual basis. You can also use this report to validate against your accounting software on the total cash exported monthly.

Suggested Saved Report Name

Cash Received by Period - Annually

Filters

1. Ledger Type – *ALL PAYMENT ADD
2. Acct Period –All annual fiscal periods to review. You can also define periods for the quarter or semiannually. Requires Multi Select
3. Sort By – Accounting Period
4. Account Code – Cash Account Code in the Revenue/AR Setup and Config screen (in Primary Cash Account field)

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | |
|--|--|------------|--|--|
| -- Ledger Type -- <input type="checkbox"/> *ALL REVENUE <input type="checkbox"/> *ALL ADJUSTMENTS <input type="checkbox"/> *ALL PAYMENT APPLY <input checked="" type="checkbox"/> *ALL PAYMENT ADD | 2012-02-AUG <input checked="" type="checkbox"/> 2012-03-SEP <input type="checkbox"/> 2012-04-OCT <input type="checkbox"/> 2012-05-NOV <input type="checkbox"/> 2012-06-DEC | Batch ID | -- Payer -- <input type="checkbox"/> AETNA - MAGELLAN B H <input type="checkbox"/> AETNA HMO <input type="checkbox"/> AETNA PPO <input type="checkbox"/> AetnaLite HMO | -- Visit Type -- <input type="checkbox"/> \$ Basic Visit <input type="checkbox"/> AAA Test <input type="checkbox"/> Adult Intake As: <input type="checkbox"/> AR Tx Plan |
| -- Adjustment Type -- <input type="checkbox"/> WRITEOFF <input type="checkbox"/> CONTRACT RATE <input type="checkbox"/> LIABILITY <input type="checkbox"/> NON-BILLABLE | Start Date <input type="text"/> | Service ID | -- Payer Type -- <input type="checkbox"/> AETNA <input type="checkbox"/> BCBS <input type="checkbox"/> CBH <input type="checkbox"/> Medicaid | -- Team -- <input type="checkbox"/> ACRP <input type="checkbox"/> Administration <input type="checkbox"/> Adult Services <input type="checkbox"/> AERI |
| HIPAA Adjustment Code | End Date <input type="text"/> | Claim ID | Ledger Line Payer | -- Location -- <input type="checkbox"/> Mont Co Home <input type="checkbox"/> Other <input type="checkbox"/> Affirmation <input type="checkbox"/> BayClientHome |
| Accounting Period | -- Date Type -- | Payment ID | -- Sort By 2 -- | 1010 |
| <input type="checkbox"/> Group Totals <input checked="" type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input checked="" type="checkbox"/> Negative Amounts | | | | |

EMPLOYEE – NET REVENUES BY PERIOD

Purpose

Identifies the net revenue for services performed by employees for the period specified.

Suggested Saved Report Name

Employee Net Revenues by Period

Filters

1. Ledger Type – *ALL REVENUE and * ALL ADJUSTMENTS. Requires Multi Select
2. Acct Period – Relevant accounting period(s)
3. Sort By – Service Employee

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Service Employee Name

| | | | | |
|--|---|------------|--|--|
| --- Ledger Type --- <input checked="" type="checkbox"/> *ALL REVENUE <input checked="" type="checkbox"/> *ALL ADJUSTMENTS <input type="checkbox"/> *ALL PAYMENT APPLY <input type="checkbox"/> *ALL PAYMENT ADD | -- Acct Period -- LOCKED PAST 2012-01-JUL 2012-02-AUG 2012-03-SEP | Batch ID | --- Payer --- AETNA - MAGELLAN B AETNA HMO AETNA PPO AetnaLite HMO | --- Visit Type --- \$ Basic Visit AAA Test Adult Intake A AR Tx Plan |
| --- Adjustment Type --- WRITEOFF CONTRACT RATE LIABILITY NON-BILLABLE | Start Date | Service ID | --- Payer Type --- AETNA BCBS CBH Medicaid | --- Team --- ACRP Administration Adult Services AERI |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- Mont Co Hom Other Affirmation BayClientHon |
| Service Employee | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Cod |
| <input type="checkbox"/> Group Totals <input checked="" type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input checked="" type="checkbox"/> Negative Amounts | | | | |

EMPLOYEE – SERVICES BY PERIOD

Purpose

Identifies the number of services initiated by an employee for the period specified. For example, how many services did an employee complete for the period?

Suggested Saved Report Name

Employee – Services by Period

You can:

- Export the report to Excel to refine more details.
- Use the report in tandem with the Employee – Net Revenues by Period report.
- Generate a similar report from the Advanced Visit Search.

Filters

1. Ledger Type – SERVICE INIT
2. Acct Period – Relevant accounting period(s)
3. Sort By – Service Employee
4. Sort By 2 – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

Service Employee Name

| | | | | |
|--|---|------------|--|--|
| RESUBMIT SERVICE SERVICE ADJUSTMENT SERVICE INIT SERVICE RATE ADJUSTME SERVICE RATE CHANGE | -- Acct Period -- LOCKED PAST 2012-01-JUL 2012-02-AUG 2012-03-SEP | Batch ID | -- Payer -- AETNA - MAGELLAN B I AETNA HMO AETNA PPO AetnaLite HMO | -- Visit Type -- \$ Basic Visit AAA Test Adult Intake Ass AR Tx Plan |
| BAD DEBT Collection Payment DELETED Rate Adjustment Tx Plan Write Off | Start Date | Service ID | -- Payer Type -- AETNA BCBS CBH Medicaid | -- Team -- ACRP Administration Adult Services AERI |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | -- Location -- Mont Co Home Other Affirmation BayClientHome |
| Service Employee | -- Date Type -- | Payment ID | Accounting Period | Account Code |
| <input type="checkbox"/> Group Totals <input checked="" type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input checked="" type="checkbox"/> Negative Amounts | | | | |

REVENUE

Revenue (Gross) by Payer/Payer Type by Period

Purpose

Identifies the gross revenue dollars for a payer by period over the time frame specified. You must select a payer or payer type from the corresponding dropdown.

Suggested Saved Report Name

Employee – Services by Period

Filters

1. Ledger Type – *ALL REVENUE
2. Accnt Period – Relevant accounting period(s)
3. Payer/Payer Type – Payer or payer type you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Service Employee Name

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL REVENUE | 2012-06-DEC | Batch ID | Medicare | -- Visit Type - |
| -- Adjustment Type -- | Start Date | Service ID | Commercial | -- Team -- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | -- Location -- |
| Accounting Period | -- Date Type -- | Payment ID | -- Sort By 2 -- | Account Cod |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Revenue (Gross) by Program by Period

Purpose

Identifies the gross revenue dollars for a program by period over the time frame specified. You must select at least one program from the corresponding dropdown.

Suggested Saved Report Name

Gross Rev by Program by Period

Filters

1. Ledger Type – *ALL REVENUE
2. Acct Period – Relevant accounting period(s)
3. Program – Program(s) you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | | |
|---------------------------------------|--|---|--|--|--------------------------------------|
| *ALL REVENUE | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- | --- Billing C |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- | Outpatient |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- | Ledger En |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code | Client Nar |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts | <input type="checkbox"/> Show Rev/AR |

Revenue (Gross) by Team by Period

Purpose

Identifies the gross revenue dollars for a team by period over the time frame specified. You must select one or more teams from the corresponding dropdown

Suggested Saved Report Name

Gross Rev by Team by Period

Filters

1. Ledger Type – *ALL REVENUE
2. Acct Period – Relevant accounting period(s)
3. Team – Teams(s) you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL REVENUE | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | Administration |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Revenue (Net) by Payer/Payer Type by Period

Purpose

Identifies the net revenue dollars for a payer by period over the time frame specified. You must select a payer or payer type from the corresponding dropdown.

Suggested Saved Report Name

Net Rev by Payer by Period

Filters

1. Ledger Type – *ALL REVENUE and *ALL ADJUSTMENTS
2. Acct Period – Relevant accounting period(s)
3. Payer/Payer Type – Payer or payer type you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | |
|--|---|------------|--|--|
| --- Ledger Type --- *ALL REVENUE *ALL ADJUSTMENTS *ALL PAYMENT APPLY *ALL PAYMENT ADD | -- Acct Period -- LOCKED PAST 2012-01-JUL 2012-02-AUG 2012-03-SEP | Batch ID | --- Payer --- AETNA - MAGELLAN B AETNA HMO AETNA PPO AetnaLite HMO | --- Visit Type --- \$ Basic Visit AAA Test Adult Intake Ass AR Tx Plan |
| --- Adjustment Type --- WRITEOFF CONTRACT RATE LIABILITY NON-BILLABLE | Start Date | Service ID | --- Payer Type --- AETNA BCBS CBH Medicaid | --- Team --- ACRP Administration Adult Services AERI |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- Mont Co Home Other Affirmation BayClientHome |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code |
| <input type="checkbox"/> Group Totals <input checked="" type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input checked="" type="checkbox"/> Negative Amounts | | | | |

Revenue (Net) by Program by Period

Purpose

Identifies the net revenue dollars for a program by period over the time frame specified. You must select one or more programs from the corresponding dropdown.

Suggested Saved Report Name

Net Rev by Program by Period

Filters

1. Ledger Type – *ALL REVENUE and *ALL ADJUSTMENTS
2. Acct Period – Relevant accounting period(s)
3. Program – Program(s) you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | | |
|--|---|------------|--|---|---|
| --- Ledger Type --- *ALL REVENUE *ALL ADJUSTMENTS *ALL PAYMENT APPLY *ALL PAYMENT ADD | -- Acct Period -- LOCKED PAST 2012-01-JUL 2012-02-AUG 2012-03-SEP | Batch ID | --- Payer --- AETNA - MAGELLAN B H AETNA HMO AETNA PPO AetnaLite HMO | --- Visit Type --- \$ Basic Visit AAA Test Adult Intake Assess AR Tx Plan | --- Billing Group --- BillingGroup CBH Main A CBH Main B CBH Main C |
| --- Adjustment Type --- WRITEOFF CONTRACT RATE LIABILITY NON-BILLABLE | Start Date | Service ID | --- Payer Type --- AETNA BCBS CBH Medicaid | --- Team --- ACRP Administration Adult Services AERI | --- Program --- 100 1212 2100 456 |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- Mont Co Home Other Affirmation BayClientHome | Ledger Employee |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code | Client Name/ID |
| <input type="checkbox"/> Group Totals <input checked="" type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input checked="" type="checkbox"/> Negative Amounts <input type="checkbox"/> Show Rev/AR <input type="checkbox"/> Adjustmer | | | | | |

Revenue (Net) by Team by Period

Purpose

Identifies the net revenue dollars for a team by period over the time frame specified. You must select one or more teams from the corresponding dropdown.

Suggested Saved Report Name

Net Rev by Team by Period

Filters

1. Ledger Type – *ALL REVENUE and *ALL ADJUSTMENTS
2. Accnt Period – Relevant accounting period(s)
3. Team – Teams(s) you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | |
|--|--|------------|--|--|
| --- Ledger Type --- <input checked="" type="checkbox"/> *ALL REVENUE <input checked="" type="checkbox"/> *ALL ADJUSTMENTS <input type="checkbox"/> *ALL PAYMENT APPLY <input type="checkbox"/> *ALL PAYMENT ADD | -- Accnt Period -- LOCKED PAST 2012-01-JUL 2012-02-AUG 2012-03-SEP | Batch ID | --- Payer --- AETNA - MAGELLAN B H AETNA HMO AETNA PPO AetnaLite HMO | --- Visit Type --- \$ Basic Visit AAA Test Adult Intake Assess AR Tx Plan |
| --- Adjustment Type --- WRITEOFF CONTRACT RATE LIABILITY NON-BILLABLE | Start Date | Service ID | --- Payer Type --- AETNA BCBS CBH Medicaid | --- Team --- ACRP <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Adult Services AERI |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- Mont Co Home Other Affirmation BayClientHome |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code |
| <input type="checkbox"/> Group Totals <input checked="" type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input checked="" type="checkbox"/> Negative Amounts <input type="checkbox"/> St | | | | |

OUTSTANDING PREPAY ACTIVITY

Purpose

Identifies the balance on the Prepay accounts and should balance to the GL either monthly or in total depending on what time frames are specified.

When properly managed, this will balance out against your Manage Insurance Payments and Manage Client Payments when the dates specified are from when you started entering data into Credible up to the current period. This report identifies how much is sitting in your Prepay accounts. This should also match the Payment Balance of the Manage Insurance Payment and Manage Client screens and is useful as an audit tool.

If data is pulled from the time data was entered into Credible up to the end of the last closed period, the totals in the Prepay accounts should match to your accounting software balance. Remember: if you have any outside entries that impacted these accounts from your accounting software, the totals will not match.

Suggested Saved Report Name

Outstanding Prepay Activity

Filters

1. Ledger Type – ALL PAYMENT APPLY and ALL PAYMENT ADD
2. Acct Period – All periods from the beginning of entering details into Credible till that last period closed – this is helpful in comparing the Manage Insurance Payments and Manage Client Payments.
3. Sort By – Account Code

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Show Rev/AR

Custom Fields

Ledger Amount

| | | | | | |
|---|---|------------|--|---|---|
| -- Ledger Type -- *ALL REVENUE *ALL ADJUSTMENTS *ALL PAYMENT APPLY *ALL PAYMENT ADD | 2012-04-OCT 2012-05-NOV 2012-06-DEC 2012-07-JAN 2012-08-FEB | Batch ID | -- Payer -- AETNA - MAGELLAN B AETNA HMO AETNA PPO AetnaLite HMO | -- Visit Type -- \$ Basic Visit AAA Test Adult Intake Assess AR Tx Plan | -- Billing BillingC CBH M CBH M CBH M |
| -- Adjustment Type -- WRITEOFF CONTRACT RATE LIABILITY NON-BILLABLE | Start Date | Service ID | -- Payer Type -- AETNA BCBS CBH Commercial | -- Team -- ACRP Administration Adult Services AERI | -- Prod 100 1212 2100 456 |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | -- Location -- Mont Co Home Other Affirmation BayClientHome | Ledger |
| Account Code | -- Date Type -- | Payment ID | -- Sort By 2 -- | Account Code | Client |
| <input type="checkbox"/> Group Totals <input checked="" type="checkbox"/> Group Total Only <input checked="" type="checkbox"/> Show Undo Lines <input checked="" type="checkbox"/> Show Revenue Lines <input type="checkbox"/> Negative Amounts <input checked="" type="checkbox"/> Show Rev/AR | | | | | |

REVENUE ADJUSTMENT REASONS BY PAYER/PAYER TYPE BY PERIOD

Revenue Adjustment Reasons by Payer/Payer Type by Period

Purpose

Identifies the adjustment reasons for a payer or payer type by period over the time frame specified, allowing you to identify what adjustments occurred. Use this report to determine how many dollars were adjusted and why, for the periods and the payers specified. You must select a payer or payer type from the corresponding dropdown.

Suggested Saved Report Name

Rev Adj Reasons by Payer by Period

Filters

1. Ledger Type – *ALL ADJUSTMENTS
2. Accnt Period – Relevant accounting period(s)
3. Payer – Payer or payer type you want to report on
4. Sort By – Adjustment Type

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Adjustment Type

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL ADJUSTMENTS | 2012-06-DEC | Batch ID | Medicare | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | Commercial | --- Team --- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Adjustment Type | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Cod |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Revenue Adjustment Reasons by Program by Period

Purpose

Identifies the adjustment reasons for a program by period over the time frame specified, allowing you to identify what adjustments occurred. Use this report to determine how many dollars were adjusted and why for the periods and the programs specified. You must select a program from the corresponding dropdown.

Suggested Saved Report Name

Rev Adj Reasons by Program by Period

Filters

1. Ledger Type – *ALL ADJUSTMENTS
2. Accnt Period – Relevant accounting period(s)
3. Program – Program(s) you want to report on
4. Sort By – Adjustment Type

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Adjustment Type

| | | | | | |
|---------------------------------------|--|---|--|--|--------------------------------------|
| *ALL ADJUSTMENTS | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- | --- Billing Gr |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- | FosterCare |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- | Ledger Emp |
| Adjustment Type | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code | Client Name |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts | <input type="checkbox"/> Show Rev/AR |

Revenue Adjustment Reasons by Team by Period

Purpose

Identifies the adjustment reasons for a team by period over the time frame specified, allowing you to identify what adjustments occurred. Use this report to determine how many dollars were adjusted and why for the periods and the Teams specified. You must select a Team from the corresponding dropdown.

Suggested Saved Report Name

Rev Adj Reasons by Team by Period

Filters

1. Ledger Type – *ALL ADJUSTMENTS
2. Accnt Period – Relevant accounting period(s)
3. Team – Teams(s) you want to report on
4. Sort By – Adjustment Type

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Adjustment Type

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL ADJUSTMENTS | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | Team A |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Adjustment Type | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Cod |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Revenue Adjustments by Payer/Payer Type by Period

Purpose

Identifies the adjustment dollars for a Payer by period over the time frame specified allowing you to identify what adjustments occurred. You must select a payer or a payer type from corresponding dropdown.

Suggested Saved Report Name

Rev Adj by Payer by Period

Filters

1. Ledger Type – *ALL ADJUSTMENTS
2. Accnt Period – Relevant accounting period(s)
3. Payer/Payer Type – Payer or payer type you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL ADJUSTMENTS | 2012-06-DEC | Batch ID | Medicare | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | Commercial | --- Team --- |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

Revenue Adjustments by Program by Period

Purpose

Identifies the adjustment dollars for a Program by period over the time frame specified allowing you to identify what adjustments occurred
You must select a Program from the corresponding dropdown.

Suggested Saved Report Name

Rev Adj by Program by Period

Filters

1. Ledger Type – *ALL ADJUSTMENTS
2. Acct Period – Relevant Accounting periods
3. Program – Program(s) you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | | |
|---------------------------------------|--|---|--|--|--------------------------------------|
| *ALL ADJUSTMENTS | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- | --- Billing C |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | --- Team --- | ProgramA |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- | Ledger En |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Code | Client Nar |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts | <input type="checkbox"/> Show Rev/AR |

Revenue Adjustments by Team by Period

Purpose

Identifies the adjustment dollars for a Team by period over the time frame specified allowing you to identify what adjustments occurred. You must select a Team from the corresponding dropdown.

Suggested Saved Report Name

Rev Adj by Team by Period

Filters

1. Ledger Type – *ALL ADJUSTMENTS
2. Accnt Period – Relevant accounting period(s)
3. Team – Teams(s) you want to report on
4. Sort By – Accounting Period

Checkboxes

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Negative Amounts

Custom Fields

1. Ledger Amount
2. Accounting Period

| | | | | |
|---------------------------------------|--|---|--|--|
| *ALL ADJUSTMENTS | 2012-06-DEC | Batch ID | --- Payer --- | --- Visit Type --- |
| --- Adjustment Type --- | Start Date | Service ID | --- Payer Type --- | Team A |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | --- Location --- |
| Accounting Period | -- Date Type -- | Payment ID | --- Sort By 2 --- | Account Cod |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input checked="" type="checkbox"/> Negative Amounts |

SERVICE AUDIT – DETAIL AND SUMMARY

Purpose

Provides each financial detail for a service to help you determine if the specific transactional dollars to the account codes are correct. The ALS can provide important details that will verify where the status of that service is financially. Use the Summary version of the report to determine if there is an issue that needs attention. If further information is required, use the Service Audit – Detail report.

Suggested Saved Report Name

Service Audit – Detail

Service Audit – Summary

Filters

For Detail version:

1. Ledger Type – *ALL REVENUE/AR EXPORT
2. Sort By – Accounting Date

For Summary version:

1. Ledger Type – *ALL REVENUE/AR EXPORT
2. Sort By – Account Code

Checkboxes

For Detail version:

1. Group Totals
2. Show Undo Lines
3. Show Revenue Lines
4. Show Rev/AR

For Summary version:

1. Group Total Only
2. Show Undo Lines
3. Show Revenue Lines
4. Show Rev/AR

Custom Fields

For Detail version:

1. Ledger Type
2. Ledger Amount
3. Posting Date
4. Accounting Date
5. Debit Account
6. Credit Account
7. Ledger Employee Name
8. Service Client Name

For Summary version:

1. Ledger Amount
2. Account Code

Detail version:

| | | | | | |
|--|---|---|--|---|---|
| *ALL REVENUE/AR EXPOF | -- Acct Period -- | Batch ID | -- Payer -- | -- Visit Type -- | -- Billi |
| -- Adjustment Type -- | Start Date | Service ID | -- Payer Type -- | -- Team -- | -- Pro |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | -- Location -- | Ledge |
| Accounting Date | -- Date Type -- | Payment ID | -- Sort By 2 -- | Account Code | Client |
| <input checked="" type="checkbox"/> Group Totals | <input type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input type="checkbox"/> Negative Amounts | <input checked="" type="checkbox"/> Show Rev/AR |

Summary version:

| | | | | | |
|---------------------------------------|--|---|--|---|---|
| *ALL REVENUE/AR EXPOF | -- Acct Period -- | Batch ID | -- Payer -- | -- Visit Type -- | -- Billi |
| -- Adjustment Type -- | Start Date | Service ID | -- Payer Type -- | -- Team -- | -- Pro |
| HIPAA Adjustment Code | End Date | Claim ID | Ledger Line Payer | -- Location -- | Ledge |
| Account Code | -- Date Type -- | Payment ID | -- Sort By 2 -- | Account Code | Client |
| <input type="checkbox"/> Group Totals | <input checked="" type="checkbox"/> Group Total Only | <input checked="" type="checkbox"/> Show Undo Lines | <input checked="" type="checkbox"/> Show Revenue Lines | <input type="checkbox"/> Negative Amounts | <input checked="" type="checkbox"/> Show Rev/AR |