

How Were Cash Receipts Applied?

Financial Systems – Cash Receipts – Analytics/Reports – How Cash is Distributed

This report is meant to answer the question: What amounts were received by each insurance and how were they applied (to which time periods) during the deposit period date xx-xx-xxxx through xx-xx-xxxx? The report will export to Excel.

Enter the period of time for your deposits that you wish to analyze. When you click OK, the report will calculate and then display as an Excel spreadsheet. Each row of the spreadsheet indicates an insurance. Each column represents a month of time.

Below is an example. We chose to look at cash receipts for the month of January 2018 for our fictional company. Column A shows the insurance type. Column B shows the insurance name. Column headings for C through I show the months that were used as the “apply to” date when the deposit was processed. The amounts represent the cash receipt for the insurance labeled as the row, as it was applied to the month represented by the column. In our example, cash receipts of \$1,130.09 were entered during January 2018 for Insurance B and it was applied to October 2017.

	A	B	C	D	E	F	G	H	I
1	INSURANCE	CHARINSUR	AUG2017	SEP2017	OCT2017	NOV2017	DEC2017	JAN2018	FEB2018
2	01	MEDICAID	5,678.60	6,579.30	6,110.60	3,936.30	585,616.13	0.00	0.00
3	02	MEDICARE	7,170.68	0.00	2,976.48	10,360.26	19,452.08	0.00	0.00
4	03	PRIVATE PAY	14,325.10	7,552.69	3,309.07	0.00	35,708.05	30,861.12	0.00
5	04	N.A.M.I.	0.00	0.00	2,652.00	1,640.60	7,141.52	88,842.85	1,021.60
6	05	INSURANCE A	0.00	0.00	329.00	0.00	0.00	0.00	0.00
7	05	INSURANCE B	0.00	0.00	1,130.09	0.00	0.00	0.00	0.00
8	05	INSURANCE C	0.00	0.00	0.00	0.00	1,559.84	0.00	0.00
9	05	INSURANCE D	2,961.00	0.00	0.00	0.00	0.00	0.00	0.00
10	05	INSURANCE E	0.00	0.00	0.00	3,679.00	0.00	0.00	0.00

We have not added totals so that you may manipulate the data in any manner you need. In our example you may want to subtotal the amounts applied to 2017 and 2018 separately. Or insurances A and B may be the same company, but different policy types. You may want to subtotal them together. Or, you may want to subtotal based upon types – Medicare with Medicare Advantage, Medicaid with MLTC and MMC, etc.