



## **OrthoFi – Quick Start Accounting Guide**

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## Step 1 QuickBooks Setup

Before recording your first **OrthoFi** deposit, set-up the following accounts\* in QuickBooks:

### Revenue Accounts

1. Collections – OrthoFi
2. Collections – OrthoFi In-Office (Collections received in your office for OrthoFi patients)

### Expense Accounts:

3. Service Fees – OrthoFi
4. Interest Expense – OrthoFi (50% of the Interest Revenue earned)
5. Late Fee Expense - OrthoFi (OrthoFi's portion of Late Fee Revenue collected)
6. Software Fees – OrthoFi
7. Sales Tax – OrthoFi

If you use the automatic bank download function in QuickBooks Online, we recommend setting up an additional “Other Asset” account in QuickBooks so the collections can be posted in the correct period:

### One “Other Asset” Account:

8. Deposit In-Transit – OrthoFi

*\*Remember: Continue to use your historical Accounts for Revenue items not managed by OrthoFi. Interest earned on patient accounts is included in Collections-OrthoFi. To record interest separately, allocate this revenue at month end from the Monthly Balance Sheet.*

Here are the steps within QuickBooks **Desktop** to add new accounts:

1. In QuickBooks, click on *Lists* at the top of the screen, then select *Chart of Accounts*.
2. Next, click on *Account* at the bottom of the screen, then select *New*.
3. Next, select *Income* and then hit *Continue*.
4. When it prompts you for an Account Name, type in *Collections - OrthoFi*.
5. Then select *Save & New* to save that one and create a second account.
6. When it prompts you for an Account Name, type in *Collections - OrthoFi In-Office*.
7. Then select *Save & New* to save that one and create a third account.
- 8. Now change the Account Type to Expense.**
9. When it prompts you for an Account Name, type in *Service Fees - OrthoFi*.
10. Then select *Save & New* to save that one and create a fourth account.
11. When it prompts you for an Account Name, type in *Interest Expense - OrthoFi*.
12. Then select *Save & New* to save that one and create a fifth account.

13. When it prompts you for an Account Name, type in *Late Fee Expense - OrthoFi*.
14. Then select *Save & New* to save that one and create a sixth account.
15. When it prompts you for an Account Name, type in *Software Fees - OrthoFi*.
16. Then select *Save & New* to save that one and create a seventh account.
17. When it prompts you for an Account Name, type in *Sales Tax - OrthoFi*.
18. Finally, select *Save & Close* to save all your new accounts and close the task.

Here are the steps within QuickBooks **Online** to add new accounts:

1. In QuickBooks, click on *Accounting* on the menu at the left of the screen, then select *New* at the top right of the screen
2. Next, change Account Type to *Income*.
3. Change Name to *Collections - OrthoFi*.
4. Change Detail Type to *Sales of Product Income*.
5. Then select *Save & New* to save that one and create a second account.
6. When it prompts you for an Account Name, type in *Collections - OrthoFi In-Office*.
7. Then select *Save & New* to save that one and create a third account.
8. **Now change the Account Type to Expense.**
9. Change Name to *Service Fees - OrthoFi*.
10. Then select *Save & New* to save that one and create a fourth account.
11. When it prompts you for an Account Name, type in *Interest Expense – OrthoFi*.
12. Then select *Save & New* to save that one and create a fifth account.
13. When it prompts you for an Account Name, type in *Late Fee Expense – OrthoFi*.
14. Then select *Save & New* to save that one and create a sixth account.
15. When it prompts you for an Account Name, type in *Software Fees – OrthoFi*.
16. Then select *Save & New* to save that one and create a seventh account.
17. When it prompts you for an Account Name, type in *Sales Tax – OrthoFi*.
18. Finally, select *Save & Close* to save all your new accounts and close the task.

If you are using the automatic bank download function in QuickBooks, we recommend completing the following steps as well so the collections can be posted in the correct period:

19. Instead of selecting *Save & Close* in step 18 above, select *Save & New* to save the seventh account and create an eighth one.
20. **Now change the Account Type to Other Asset.**
21. Change Name to *Deposit in Transit - OrthoFi*.

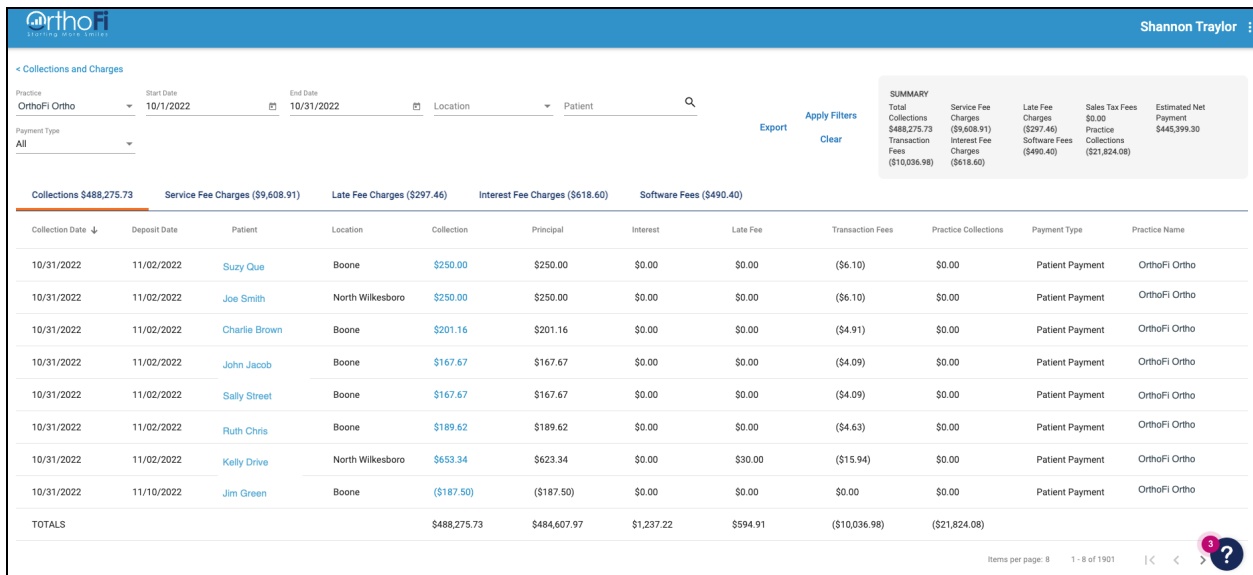
22. Finally, select *Save & Close* to save all your new accounts and close the task.

**23. Post all the OrthoFi activity from the bank feed to the *Deposit in Transit – OrthoFi* account. This includes all expenses and deposits. Then per the instructions on the following page (*Recording Monthly Collections and Fees*), use a journal entry to allocate the payments via the *Collections and Charges Report* versus the *Banking, Make Deposit* screen in QuickBooks.**

## Step 2 Recording Monthly Collections and Fees

These reports are accessible for the doctor and business manager under Reports > Collections > Collections & Charges in OrthoFi. This step is to be done at the end of each month.

1. Verify that you have added all OrthoFi deposits and expenses for the previous month in your banking activity to your *Deposit in Transit – OrthoFi* account.
2. Run the Collections & Charges Report for a full month (ex. October, 10/1/22 - 10/31/22)
3. Use the data from the Summary section in the top right corner to create a monthly journal entry. The journal entry should be dated the last day of the month. Please see below for an example of the report and monthly journal entry.



The screenshot shows the OrthoFi Collections and Charges report for the month of October 2022. The report includes a summary table and a detailed transaction table.

SUMMARY										
Total Collections	Service Fee Charges	Late Fee Charges	Sales Tax Fees	Estimated Net Payment						
\$488,275.73	(\$9,608.91)	(\$297.46)	\$0.00	\$445,369.30						
Transaction Fees	Interest Fee Charges	Software Fees	Practice Collections							
(\$10,036.98)	(\$618.60)	(\$490.40)	(\$21,824.08)							

Collection Date	Deposit Date	Patient	Location	Collection	Principal	Interest	Late Fee	Transaction Fees	Practice Collections	Payment Type	Practice Name
10/31/2022	11/02/2022	Suzy Que	Boone	\$250.00	\$250.00	\$0.00	\$0.00	(\$6.10)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Joe Smith	North Wilkesboro	\$250.00	\$250.00	\$0.00	\$0.00	(\$6.10)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Charlie Brown	Boone	\$201.16	\$201.16	\$0.00	\$0.00	(\$4.91)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	John Jacob	Boone	\$167.67	\$167.67	\$0.00	\$0.00	(\$4.09)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Sally Street	Boone	\$167.67	\$167.67	\$0.00	\$0.00	(\$4.09)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Ruth Chris	Boone	\$189.62	\$189.62	\$0.00	\$0.00	(\$4.63)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Kelly Drive	North Wilkesboro	\$653.34	\$623.34	\$0.00	\$30.00	(\$15.94)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/10/2022	Jim Green	Boone	(\$187.50)	(\$187.50)	\$0.00	\$0.00	\$0.00	\$0.00	Patient Payment	OrthoFi Ortho
TOTALS				\$488,275.73	\$484,607.97	\$1,237.22	\$594.91	(\$10,036.98)	(\$21,824.08)		

### How to Post in QuickBooks

**Payment Period [1]:** When posting in QuickBooks, use the last day of the Month as the “Deposit Date”

**Total Collections [2]:** Post in QuickBooks as “Collections- OrthoFi.”

**Transaction Fees [3]:** Post in QuickBooks to your Merchant Discount account. This is the fee charged by banks and credit card companies to transfer the funds to your bank account.

**Service Fees [4]:** Post in QuickBooks as “Service Fees- OrthoFi.”

**Interest Fees [5]:** Post in QuickBooks as “Interest Fees- OrthoFi.”

**Late Fees [6]:** Post in QuickBooks as “Late Fees- OrthoFi.”

**Software Fees [7]:** Post in QuickBooks as “Software Fees- OrthoFi.”

**Sales Tax Fees [8]:** Post in QuickBooks as “Sales Tax Fees- OrthoFi.”

**Practice Collections [9]:** Post in QuickBooks as “Collections - OrthoFi In-Office.” This cash adjustment account reflects cash, checks, and other payments for OrthoFi clients received directly in your office.

**Balancing Journal Entry [10]:** \*If you are using the automatic bank download function only\* Post a debit to QuickBooks as “Deposit in Transit - OrthoFi”

### Example Deposit Entry - QuickBooks Online

SUMMARY				
Total Collections	Service Fee Charges	Late Fee Charges	Sales Tax Fees Practice Collections	Estimated Net Payment
\$488,275.73	(\$9,608.91)	(\$297.46)		\$445,399.30
Transaction Fees	Interest Fee Charges	Software Fees		
(\$10,036.98)	(\$618.60)	(\$490.40)	(\$21,824.08)	

**Journal Entry #1** Help X

Journal date: 10/31/2022      Journal no.: 1       Is Adjusting Journal Entry?

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Collections - OrthoFi		488,275.73		
2	Transaction Fees	10,036.98			
3	Service Fees	9,608.91			
4	Interest Fees	618.60			
5	Late Fees	297.46			
6	Software Fees	490.40			
7	Sales Tax Fees	0.00			
8	Collections - In Office - OrthoFi	21,824.08			
9	OrthoFi - In-Transit	445,399.30			
10					
<b>Total</b>		488,275.73	488,275.73		


### Step 3 Recording In-Office Collections

Patient Collections received in the office can be entered into OrthoFi using one of the payment tender types as shown in the picture below.


Select Saved Payment Method

*No saved payment methods*


Or New Payment Method




CREDIT / DEBIT CARD




BANK ACCOUNT




CASH



CHECK



PMSW



OTHER

Insurance Collections received in the office can also be sent to OrthoFi using the insurance upload (pictured below).

New Insurance Payment / EOB Upload

1. Scan all pages of a single envelope where the insurance payment / EOB includes an OrthoFi Patient

2. Drag and drop the resulting file(s) containing all of the envelope contents inside this box

OR

[Click to select multiple files](#)

[Back to List](#) [Save Changes ▶](#)

Both Patient collections and Insurance collections should be deposited to your local bank as separate bank deposits. This will help you and your team during the bank reconciliation process at the end of each month.

These deposits should be recorded into QuickBooks on the same date they were recorded into OrthoFi and posted to the *Collections-OrthoFi In-Office* account you created earlier.

The OrthoFi Report to Collections to Day Sheet should be run at the end of each working day to confirm the bank deposit amount aligns to the amount recorded in OrthoFi.

### Step 4 Month-End Close

At the end of each month, it is important to reconcile the collections posted into your office management software and OrthoFi to your QuickBooks accounts and your bank records.

#### Use these OrthoFi reports to help reconcile your accounts:

**1. Monthly Balance Sheet** – Accessible under Reports → Accounting → Monthly Balance Sheet (Recommend that you print to PDF)

Month End Snapshot Report showing the moment in time totals for the month.

Total Gross and Adjusted Production.

Total Collections as well as a Patient Revenue and Interest Revenue Breakdown

**2. Production Adjustments** – Accessible under Reports → Accounting → Production Adjustments (Recommend exporting to Excel)

Details of all of the adjustments posted to Production. The adjustment type column is important for reviewing any questions raised during the review of the Monthly Balance Sheet after month end.

**3. Collections & Charges Report** – Accessible under Reports → Collections → Collections & Charges (Recommend exporting to Excel)

Summary showing total collections, fees, and collections received in office

Patient-level detail of **Patient** and **Insurance** collections and associated fees

Office Location information

**4. Day Sheet** – Accessible under Reports → Collections → Day sheet (Recommend that you print to PDF)

Additional details on collections received in the office. A great report for reconciling the collections received in the office and taken to your bank with those posted in OrthoFi.

This report can be filtered both on a location basis or in total for all offices.

**5. Fee Deposit Report** – Accessible under Practice Page → Deposit Reports → Go to Fee Deposit Report

Additional details on all deposits and fees that occurred in a time range with deposit dates

## Where to Find Service Fees, Software Fees, Interest Fees, Late Fees and Sales Tax Charges in OrthoFi

In addition to the weekly deposit report, all service fees, software fees, and sales tax charges are available in the Collections & Charges report within OrthoFi under the Reports → Collections tabs. Below is an example of the Collections & Charges report. You can click on the through Service Fee and Software Fee tabs to see the patient-level and location-level detail behind the charges.

**OrthoFi Collections and Charges Report**

Practice: OrthoFi Ortho | Start Date: 10/1/2022 | End Date: 10/31/2022 | Location: | Patient: | Payment Type: All

Buttons: Export, Apply Filters, Clear

SUMMARY					
Total Collections	Service Fee Charges	Late Fee Charges	Sales Tax Fees	Estimated Net Payment	
\$488,275.73	(\$9,608.91)	(\$297.46)	\$0.00	\$445,399.30	
Transaction Fees	Interest Fee Charges	Software Fees	Practice Collections		
(\$10,036.98)	(\$618.60)	(\$490.40)	(\$21,824.08)		

Collection Date	Deposit Date	Patient	Location	Collection	Principal	Interest	Late Fee	Transaction Fees	Practice Collections	Payment Type	Practice Name
10/31/2022	11/02/2022	Suzy Que	Boone	\$250.00	\$250.00	\$0.00	\$0.00	(\$6.10)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Joe Smith	North Wilkesboro	\$250.00	\$250.00	\$0.00	\$0.00	(\$6.10)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Charlie Brown	Boone	\$201.16	\$201.16	\$0.00	\$0.00	(\$4.91)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	John Jacob	Boone	\$167.67	\$167.67	\$0.00	\$0.00	(\$4.09)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Sally Street	Boone	\$167.67	\$167.67	\$0.00	\$0.00	(\$4.09)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Ruth Chris	Boone	\$189.62	\$189.62	\$0.00	\$0.00	(\$4.63)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/02/2022	Kelly Drive	North Wilkesboro	\$653.34	\$623.34	\$0.00	\$30.00	(\$15.94)	\$0.00	Patient Payment	OrthoFi Ortho
10/31/2022	11/10/2022	Jim Green	Boone	(\$187.50)	(\$187.50)	\$0.00	\$0.00	\$0.00	\$0.00	Patient Payment	OrthoFi Ortho
TOTALS				\$488,275.73	\$484,607.97	\$1,237.22	\$594.91	(\$10,036.98)	(\$21,824.08)		

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**OrthoFi Collections and Charges Report**

Practice: OrthoFi Ortho | Start Date: 10/1/2022 | End Date: 10/31/2022 | Location: | Patient: | Payment Type: All

Buttons: Export, Apply Filters, Clear

SUMMARY					
Total Collections	Service Fee Charges	Late Fee Charges	Sales Tax Fees	Estimated Net Payment	
\$488,275.73	(\$9,608.91)	(\$297.46)	\$0.00	\$445,399.30	
Transaction Fees	Interest Fee Charges	Software Fees	Practice Collections		
(\$10,036.98)	(\$618.60)	(\$490.40)	(\$21,824.08)		

Date	Patient	Location	Service Fee	Sales Tax	Charge Type	Practice Name
10/31/2022	Suzy Que	Boone	\$8.46	\$0.00	Patient	OrthoFi Ortho
10/31/2022	Joe Smith	Boone	(\$8.46)	\$0.00	Insurance	OrthoFi Ortho
10/31/2022	Charlie Brown	North Wilkesboro	\$21.84	\$0.00	Patient	OrthoFi Ortho
10/31/2022	John Jacob	Boone	\$5.18	\$0.00	Patient	OrthoFi Ortho
10/31/2022	Sally Street	North Wilkesboro	\$16.28	\$0.00	Patient	OrthoFi Ortho
10/31/2022	Ruth Chris	Boone	\$97.67	\$0.00	Patient	OrthoFi Ortho
10/31/2022	Kelly Drive	North Wilkesboro	\$97.42	\$0.00	Patient	OrthoFi Ortho
10/31/2022	Jim Green	North Wilkesboro	\$6.48	\$0.00	Insurance	OrthoFi Ortho
TOTALS			(\$9,608.91)	\$0.00		

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**< Collections and Charges**

Practice: OrthoFi Ortho | Start Date: 10/1/2022 | End Date: 10/31/2022 | Location: | Patient: | Payment Type: All | Export | Apply Filters | Clear

		Service Fee Charges (\$9,608.91)	Late Fee Charges (\$297.46)	Interest Fee Charges (\$618.60)	Software Fees (\$490.40)		
Date	Description	Amount	Sales Tax	Charge Type	Frequency	Location	Practice Name
10/31/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	North Wilkesboro	OrthoFi Ortho
10/31/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	Boone	OrthoFi Ortho
10/24/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	North Wilkesboro	OrthoFi Ortho
10/24/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	Boone	OrthoFi Ortho
10/17/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	North Wilkesboro	OrthoFi Ortho
10/17/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	Boone	OrthoFi Ortho
10/10/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	North Wilkesboro	OrthoFi Ortho
10/10/2022	Software Fee	(\$49.04)	\$0.00	Recurring	Weekly	Boone	OrthoFi Ortho
<b>TOTALS</b>		<b>(\$490.40)</b>	<b>\$0.00</b>				

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**< Collections and Charges**

Practice: OrthoFi Ortho | Start Date: 10/1/2022 | End Date: 10/31/2022 | Location: | Patient: | Payment Type: All | Export | Apply Filters | Clear

		Service Fee Charges (\$9,608.91)	Late Fee Charges (\$297.46)	Interest Fee Charges (\$618.60)	Software Fees (\$490.40)		
Date	Patient	Location	Amount	Sales Tax	Charge Type	Practice Name	
10/31/2022	Suzy Que	Boone	(\$2.02)	\$0.00	Contract Fee	OrthoFi Ortho	
10/29/2022	Joe Smith	Boone	(\$6.15)	\$0.00	Contract Fee	OrthoFi Ortho	
10/29/2022	Charlie Brown	Boone	(\$11.25)	\$0.00	Contract Fee	OrthoFi Ortho	
10/29/2022	John Jacob	Boone	(\$2.85)	\$0.00	Contract Fee	OrthoFi Ortho	
10/28/2022	Sally Street	Boone	(\$1.95)	\$0.00	Contract Fee	OrthoFi Ortho	
10/28/2022	Ruth Chris	Boone	(\$0.30)	\$0.00	Contract Fee	OrthoFi Ortho	
10/28/2022	Kelly Drive	Boone	(\$8.85)	\$0.00	Contract Fee	OrthoFi Ortho	
10/28/2022	Jim Green	North Wilkesboro	(\$1.50)	\$0.00	Contract Fee	OrthoFi Ortho	
<b>TOTALS</b>			<b>(\$618.60)</b>	<b>\$0.00</b>			

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**< Collections and Charges**

Practice: OrthoFi Ortho | Start Date: 10/1/2022 | End Date: 10/31/2022 | Location: | Patient: | Payment Type: All | Export | Apply Filters | Clear

		Service Fee Charges (\$9,608.91)	Late Fee Charges (\$297.46)	Interest Fee Charges (\$618.60)	Software Fees (\$490.40)		
Date	Patient	Location	Amount	Sales Tax	Charge Type	Practice Name	
10/31/2022	Suzy Que	North Wilkesboro	(\$15.00)	\$0.00	Contract Fee	OrthoFi Ortho	
10/31/2022	Joe Smith	Boone	\$7.50	\$0.00	Contract Fee	OrthoFi Ortho	
10/31/2022	Charlie Brown	Boone	\$7.50	\$0.00	Contract Fee	OrthoFi Ortho	
10/31/2022	John Jacob	Boone	(\$7.50)	\$0.00	Contract Fee	OrthoFi Ortho	
10/31/2022	Sally Street	Boone	(\$7.50)	\$0.00	Contract Fee	OrthoFi Ortho	
10/29/2022	Ruth Chris	Boone	(\$7.50)	\$0.00	Contract Fee	OrthoFi Ortho	
10/29/2022	Kelly Drive	North Wilkesboro	(\$6.00)	\$0.00	Contract Fee	OrthoFi Ortho	
10/28/2022	Jim Green	North Wilkesboro	(\$9.00)	\$0.00	Contract Fee	OrthoFi Ortho	
<b>TOTALS</b>			<b>(\$297.46)</b>	<b>\$0.00</b>			

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You can adjust the date ranges in the report to view the fees and charges for a week, month, or other custom time period. When set for the same date range as the deposit report, the “summary” section in the top right corner should mirror the deposit summary on the deposit report. This will allow you to see the specific service fees, software charges, and taxes included in the deposit.

## Other Tips & Tricks

### Collections in QuickBooks showing too low

Check with your accountant to make sure that they have access to the Weekly Deposit Report within OrthoFi and are recording the gross collections weekly versus the net deposit amount.

### Collections not matching the Monthly Balance Sheet

If your OrthoFi collections do not agree to the amounts in QuickBooks check to make sure your account is recording the deposit based on the Patient Payment Dates and not the Statement Date.

### Deposit Errors

Reconciling daily to the OrthoFi Day sheet report will make sure that the amount recorded in OrthoFi and your Legacy office management software match to the amounts hitting your bank account.

### Bank Deposits

Banks will often combine separate deposits made on the same day unless you include separate bank deposit tickets with the deposits. These separate deposits will help your accounting team after the fact to reconcile deposits from your legacy office management software and deposits relating to OrthoFi Patients.

## Sample Financial Reports

- Collections and Charges Report
- Monthly Balance Sheet
- Day Sheet
- Weekly Deposit Reports
- Fee Deposit Report

OrthoFi - Monthly Balance Sheet  
Always Smiling  
Date Range: 8/1/2019 - 8/31/2019

Created On: 10/11/2019  
Denver



Beginning Balance	Patient	Insurance	Total
Previous Balance as of 7/31/2019	<u>\$1,511,613.31</u>	<u>\$240,831.83</u>	\$1,752,445.14
<b>Starts Summary</b>			
Treatment Fee	\$266,450.40	\$45,639.60	\$312,090.00
Less: Pay-in-Full Discount	(\$1,943.00)	\$0.00	(\$1,943.00)
Less: Down Payment Discount	(\$91.00)	\$0.00	(\$91.00)
Less: Courtesies	(\$23,107.00)	\$0.00	(\$23,107.00)
<b>Production</b>	<b>\$241,309.40</b>	<b>\$45,639.60</b>	<b>\$286,949.00</b>
<b>Adjustments Summary</b>			
<u>Production Adjustments</u>			
Insurance Adjustment	\$8,440.25	(\$8,440.25)	\$0.00
Insurance Adjustment Non-OrthoFi	\$0.00	\$0.00	\$0.00
Add/(Remove) Discount	(\$4,067.00)	\$0.00	(\$4,067.00)
Transfer Out	\$0.00	\$0.00	\$0.00
Dismissal	(\$28,432.63)	\$0.00	(\$28,432.63)
Additional Cost	\$1,760.00	\$0.00	\$1,760.00
<b>Production Adjustments Subtotal</b>	<b>(\$22,299.38)</b>	<b>(\$8,440.25)</b>	<b>(\$30,739.63)</b>
<b>Additional Charges</b>			
<u>Misc Charges</u>			
Late Fees	\$0.00	\$0.00	\$0.00
Non-Sufficient Funds Fees	\$0.00	\$0.00	\$0.00
Interest Earned	\$1,297.02	\$0.00	\$1,297.02
Additional Charges	\$0.00	\$0.00	\$0.00
<b>Additional Charges Subtotal</b>	<b>\$29,892.98</b>	<b>\$0.00</b>	<b>\$29,892.98</b>
<b>Adjustments Total</b>	<b>\$7,593.60</b>	<b>(\$8,440.25)</b>	<b>(\$846.65)</b>
<b>Adjusted Production</b>	<b>\$248,903.00</b>	<b>\$37,199.35</b>	<b>\$286,102.35</b>
<b>Collections Summary</b>			
<b>Collections Received in Office</b>			
Gross Collections - In Office	(\$498.99)	\$0.00	(\$498.99)
Refunds - Practice Issued	\$0.00	\$0.00	\$0.00

OrthoFi - Day Sheet  
Always Smiling  
Date Range: 8/1/2019 - 8/31/2019

Created On: 10/11/2019  
Denver



Practice Deposit Date	User	Primary Location	Payment Location	Paid By	Payment Type	Amount	Reference #	
8/16/2019	Best, Melanie	Denver	Denver	Johnson, Taylor	Cash	\$250.00		<input type="checkbox"/>
8/27/2019	Elfster, Christian	Denver	Denver	Longhorn, Gina	Cash	\$28.99		<input type="checkbox"/>
					Collected by Office	\$278.99		
					PMSW Transactions	\$0.00		
					<b>Total Deposit</b>	<b>\$278.99</b>		
					Cash	\$278.99		
					Checks	\$0.00		
					Other Collections	\$0.00		

10/11/2019

Practice



**PRACTICE**

Practice Name  
**Always Smiling**

Location(s)  
**Denver**

**DEPOSITS**

Payment Period  
**07/29/2019 - 08/04/2019**

Statement Date  
**08/09/2019**

Payout Account  
**America Bank (1234)**

Deposit Amount  
**\$35,318.68**

TOTALS 07/29/2019-07/31/2019 08/01/2019-08/04/2019

**DEPOSIT SUMMARY**

<b>Total Collections</b>	<b>\$37,084.63</b>	<b>\$22,338.87</b>	<b>\$14,745.76</b>
Transaction Fees	(\$709.09)	(\$375.73)	(\$333.36)
Service Fees	(\$797.81)	(\$644.97)	(\$152.84)
Interest Fees	(\$57.96)	(\$5.55)	(\$52.41)
Practice Collections	(\$201.09)	(\$201.09)	\$0.00
<b>Total Deposits</b>	<b>\$35,318.68</b>	<b>\$21,111.53</b>	<b>\$14,207.15</b>

**COLLECTIONS**

<b>Practice Collections</b>	<b>\$201.09</b>	<b>\$201.09</b>	<b>\$0.00</b>
Patient	\$201.09	\$201.09	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
<b>OrthoFi Collections</b>	<b>\$36,883.54</b>	<b>\$22,137.78</b>	<b>\$14,745.76</b>
Patient	\$27,606.02	\$15,218.90	\$12,387.12
Insurance	\$9,277.52	\$6,918.88	\$2,358.64
<b>Total Collections</b>	<b>\$37,084.63</b>	<b>\$22,338.87</b>	<b>\$14,745.76</b>

**FEES**

Transaction Fees	(\$709.09)	(\$375.73)	(\$333.36)
Service Fees	(\$797.81)	(\$644.97)	(\$152.84)
Interest Fees	(\$57.96)	(\$5.55)	(\$52.41)
<b>Total Fees</b>	<b>(\$1,564.86)</b>	<b>(\$1,026.25)</b>	<b>(\$538.61)</b>

10/1/2022		10/31/2022		Bank Account	Connected Account	Apply Filters	CSV	\$449,304.50 <i>Total collections this period</i> -\$9,538.38 <i>Total transaction costs this period</i> \$439,766.12 <i>Total deposits this period</i> -\$11,590.84 <i>Total fees this period</i> \$428,175.28 <i>Net to your accounts</i>	
ALL SUCCESSFUL		SUCCESSFUL DEPOSITS		SUCCESSFUL FEES & CHARGES		PENDING AND FAILED			
Statement Date	Statement Type	Connected Account(s)	Bank Account	Collection	Transaction Costs	Deposit	Fees and Charges	Status	
10/1/22	Billing		Fees Account				\$603.12	Paid	
	<b>Total</b>						<b>\$603.12</b>		
10/3/22	Card Deposit	Boone, North Wilkesboro	OrthoFi Ortho	\$6,850.05	(\$172.14)	\$6,677.91		Paid	
	ACH Deposit	Boone, North Wilkesboro	OrthoFi Ortho	\$1,278.23	(\$8.30)	\$1,269.93		Paid	
	Billing		Fees Account				\$681.56	Paid	
	<b>Total</b>			<b>\$8,128.28</b>	<b>(\$180.44)</b>	<b>\$7,947.84</b>	<b>\$681.56</b>		
10/4/22	Card Deposit	Boone, North Wilkesboro	OrthoFi Ortho	\$9,210.63	(\$224.74)	\$8,985.89		Paid	
	ACH Deposit	Boone, North Wilkesboro	OrthoFi Ortho	\$5,019.26	(\$32.63)	\$4,986.63		Paid	
	<b>Total</b>			<b>\$14,229.89</b>	<b>(\$257.37)</b>	<b>\$13,972.52</b>	<b>\$0.00</b>		
10/5/22	Card Deposit	Boone, North Wilkesboro	OrthoFi Ortho	\$56,660.44	(\$1,458.34)	\$55,202.10		Paid	
	ACH Deposit	Boone, North Wilkesboro	OrthoFi Ortho	\$1,527.49	(\$9.92)	\$1,517.57		Paid	
	Billing		Fees Account				\$910.05	Paid	
	<b>Total</b>			<b>\$58,187.93</b>	<b>(\$1,468.26)</b>	<b>\$56,719.67</b>	<b>\$910.05</b>		