The Meaning Of Entry Date Vs. Procedure Date In DENTRIX
Article # 36431

Subject

An explanation of **entry date** and **procedure date** and their differences.

Solution

As each transaction is entered in a patient's account, two **date**s are stored with it. Both **date**s default to the current system **date**.

The **date** that is not displayed anywhere and cannot be changed is called the **Entry Date** (The **date** that the transaction was entered into the computer).
The **date** that can be modified by the user is called the **Procedure Date** (The **date** that the **procedure**, payment, or adjustment was physically given or received).

If work was performed on the same day that it was entered, the **date**s will remain the same. If the **Procedure Date** is changed to reflect the actual **date** of service, the two **date**s will be different.
Displayed on Reports

When a report displays two columns of **date**s, it was ran by **Entry Date**.

When a report displays only one **date** column, it was ran by **Procedure Date**.

The **Procedure Date** is the **date** shown everywhere a transaction is displayed or printed, unless you have an option on a report for **Entry Date** or **Procedure Date**. The **Procedure Date** is used for aging, statements, finance charge calculations, etc. -- everything visible from a patient's standpoint.

The **Entry Date** is used to keep the practice totals, the figures displayed from Practice Analysis Report. The practice totals are stored by provider by month. During the current month the totals are accrued. When the month is closed all transactions entered for the month being closed are totalled by **entry date**. Once a month is closed the information for that month cannot be changed under normal circumstances. This is why transactions entered for a previous month are stored with the month during which they are entered. We cannot offer an option to store totals by **procedure date** because the **procedure date** can be changed and may affect previous month's totals.

For reporting purposes for the practice, the Day Sheet, Practice Analysis, and Analysis Summary all give an option to print

using **Procedure Date** or **Entry Date**. If the two **date**s are always within the same month, the monthly reports will be the same with either option.The **Entry Date** Day Sheet prints a column for the **Entry Date** and another for the **Procedure Date**. The **Procedure Date** Day Sheet prints only a column for the **Procedure Date**. We recommend that an **Entry Date** Day Sheet be printed daily so that the transaction **date**s can be verified if they are being changed. We have found that when users are entering different **date**s, typographical errors for the month or year occur. In this case the transaction does not show on the **Procedure Date** Day Sheet. The **Entry Date** Day Sheet shows every transaction entered that day. If there are any transactions with a different **Procedure Date**, an additional Day Sheet for each day affected can be printed by **Procedure Date**.

TIP:
To be able to tell at a glance how a Day Sheet was ran check the **Date** column(s). If there are two sets of **date**s then the Day Sheet was ran by **Entry Date**. If there is only one **date** column the Day Sheet was ran by **Procedure Date**.

There are four columns of totals available at the bottom of the Day Sheet. The Current column prints on every Day Sheet and is calculated from the transactions printed. When "Include MTD and YTD Totals" is selected, the Month-To-**Date** column will always print; but, the Year-To-**Date** and Previous Month columns; and the Previous Balance, Balance As Of (**Date**), and Net Change figures under Grand Totals will ONLY print on the **Entry Date** Day Sheet.If the Day Sheet is printed for "Today" without the Include Extended MTD Totals option selected, the MTD column is read directly from the Current MTD totals record that is used for Practice Analysis. This increases the speed of the Day Sheet for a large practice at the end of a month. In this case the MTD column is by **Entry Date** whether or not the Day Sheet is printed by **Procedure Date**. When the MTD column is not read directly from Analysis totals, it is calculated by reading the transactions from the **procedure** log. To always get the MTD column on the **Procedure Date** Day Sheet by **Procedure Date** the Include Extended MTD Totals option must be selected.The Year-to-**Date** and Previous Month columns are only available when the Day Sheet is printed by **Entry Date** and are read directly from the totals records that have been stored for Practice Analysis.

Keywords

difference between **entry date** versus **procedure date vs** verses differences compare

---

If this article does not resolve your concern, please contact Customer Support for further assistance.
The information contained in this Knowledgebase is subject to the Terms of Use

---

☑ **Feedback** ☑ **Highlight**