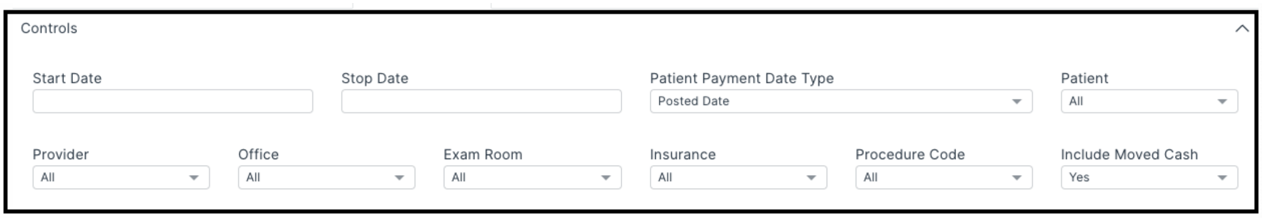
Financial Transactions (fka Day Sheet) Updates: Patient Payments tab

07/24/2024 2:45 pm EDT

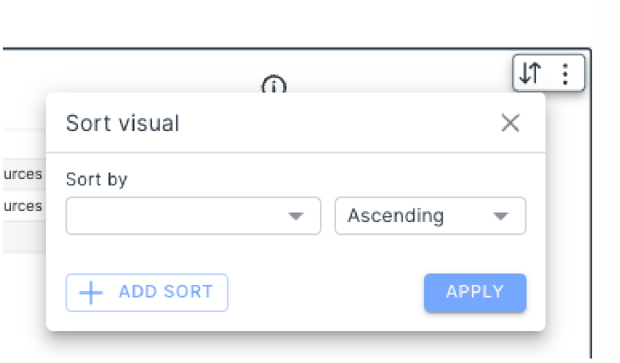
The fifth tab listed under the Financial Transactions Report (fka Day Sheet) is the Patient Payments tab. Here is where you can see patient payments added for the parameters you set.

The controls available include:

- Start Date
- Stop Date
- Patient Payment Date Type
- Patient
- Provider
- Office
- Exam Room
- Insurance
- Procedure Code
- Include Moved Cash
    - Select **Yes** if you want to view revenue listed for a certain period (could include payments that were originally posted on one day and then moved to a different posted date)
    - Select **No** if you want to view revenue by the original posted date, perhaps to verify against bank deposits



Once you have set your parameters, the report will populate. You can use the up/down arrow on the right side to sort the information in numerous ways.



You can also export the report to CSV or Excel by clicking the 3 vertical dots. The report will be generated and available in your message center.