## 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.

Financial	Transaction Report
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Summary	Debits Credits Adjustments Patient Payments
Controls	

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

Controls											^
Start Date		Stop Date			Patient Payment Date Type				Patient		
						Posted Date			•	All	•
Provider		Office		Exam Room		Insurance		Procedure Code	9	Include Moved C	ash
All	•	All	•	All	-	All	•	All	•	Yes	•

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.

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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.

	Menu options
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0	Unpin totals
edure	Export to CSV
3	Export to Excel