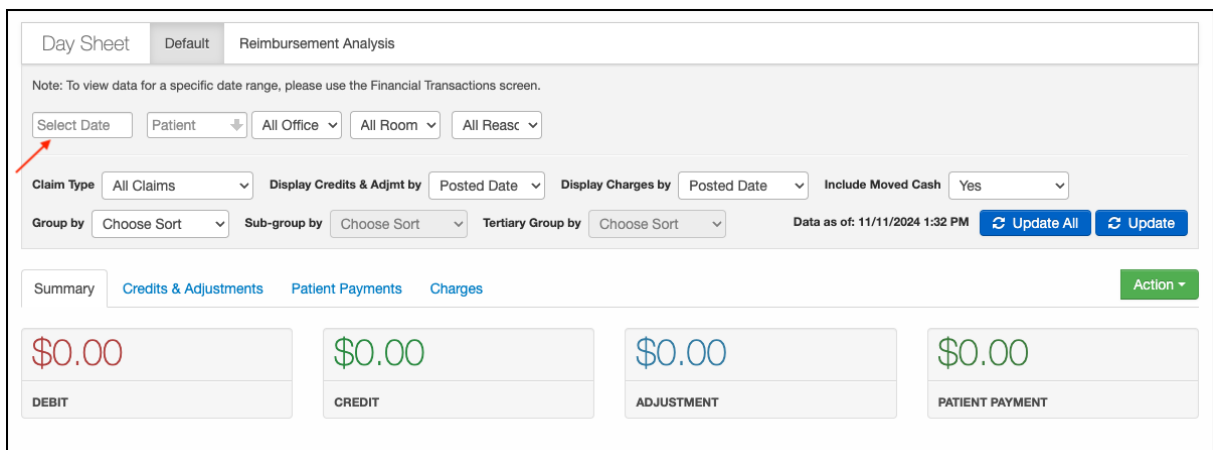# How do I get a Daily Report with Insurance Payments, Adjustment and Patient Payments Listed?
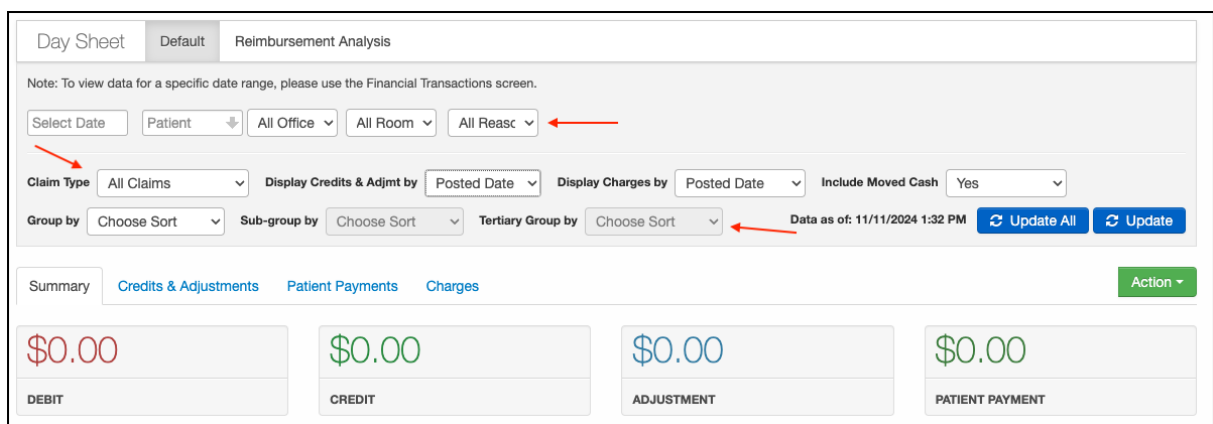
Last modified on 11/11/2024 2:23 pm EST

The Day Sheet screen provides you with a day-end report. The report is based on the payment posted date, check date, or deposit date.

1. Hover over the **Billing** tab and select **Day Sheet.**

2. Enter the date you would like to reflect on the report.

3. Under the **Default** tab, you can select various claim types, rooms, offices, patient, or adjustment codes.

4. The totals for the parameters you set will display.

   a. **Debit** shows the total charges based on the procedure posted date

b. Credit will show you the total insurance payments posted

c. Adjustment will show the total adjustments posted

d. Patient Payment section will show the total patient payments posted

For details on which patient appointments make up each of the totals listed on the Grand totals tab, the blue **Credits & Adjustments**; **Patient Payments**; and **Charges** tabs will provide specifics.

5. Action will allow you to export the report into an Excel format or Print the report

a. Print All will print all 4 sections on one page.

b. Print Current section will print only the section which you are on.

c. Export All to File will export all 4 sections' reports into one excel sheet.

d. Export Current Section will export only the section which you are on.