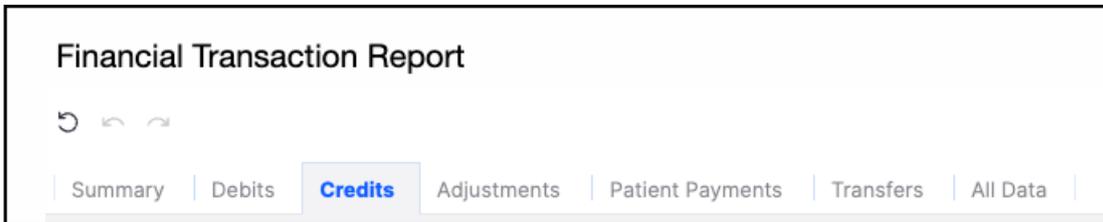


Financial Transactions Report: Credits tab

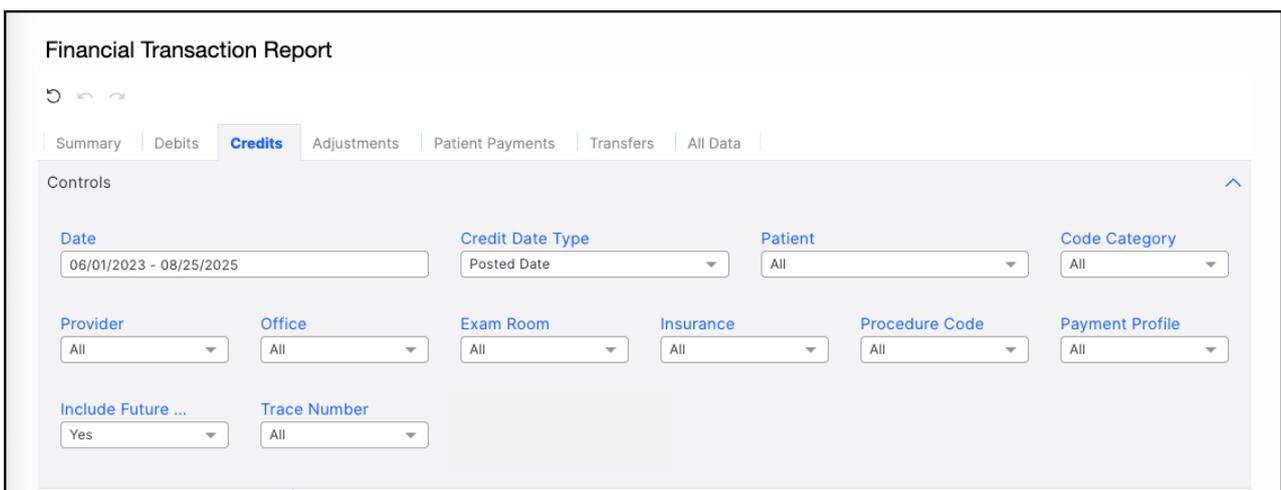
Last modified on 02/09/2026 1:41 pm EST

The third tab listed under the Day Sheet is the Credits tab. Here, you can view the payments added for the parameters you set.



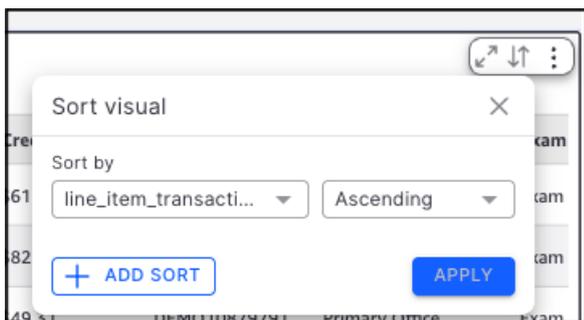
The controls available include:

- Date Range
- Credit Date Type
- Patient
- Code Category
- Provider
- Office
- Exam Room
- Insurance
- Procedure Code
- Payment Profile
- Include Future Appointments
- Trace Number



Once the parameters are set, the report will populate. You can use the up/down arrow on the right side to sort the information in numerous ways. Selecting the diagonal arrows will maximize the report. You can also export the

report to CSV or Excel by pressing the 3 vertical dots. The report will be generated and available in your downloads.



Financial Transaction Report

Summary | Debits | **Credits** | Adjustments | Patient Payments | Transfers | All Data

Controls

Date: 06/01/2023 - 08/25/2025 | Credit Date Type: Posted Date | Patient: All | Code Category: All

Provider: All | Office: All | Exam Room: All | Insurance: All | Procedure Code: All | Payment Profile: All

Include Future ...: Yes | Trace Number: All

Data Freshness: 08-25-2025 9:12 am

Group By: Trace Number

Credit Group By Summary

Trace Number	Count	Amount
DEMO10465788	9	\$2,038.48
DEMO10824823	1	\$9.41
DEMO10886744	9	\$1,430.20
DEMO10904991	7	\$2,025.27
DEMO11734148	10	\$1,397.72
DEMO12251224	3	\$147.42
DEMO12446225	3	\$140.92
DEMO12942288	4	\$988.64
DEMO13205318	1	\$48.54
DEMO13342413	6	\$1,778.66
DEMO13437848	3	\$142.04
DEMO13798387	4	\$1,039.14
DEMO14111798	1	\$69.30
Total	2,369	\$457,033.13

Credits

Posted Date	Patient Fullname	Date of Service	Provider Name	Insurance Name	Payer ID	Credit Amount	Trace Number	Office Name	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$58.57	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$134.53	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$78.76	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$66.61	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$63.02	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$83.19	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$65.59	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$936.56	DEMO56341246	Primary Office	Exam
Jun 1, 2023		May 31, 2023		Cigna	62308	\$8.66	DEMO56341246	Primary Office	Exam

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