Balance tab under Patient Payments

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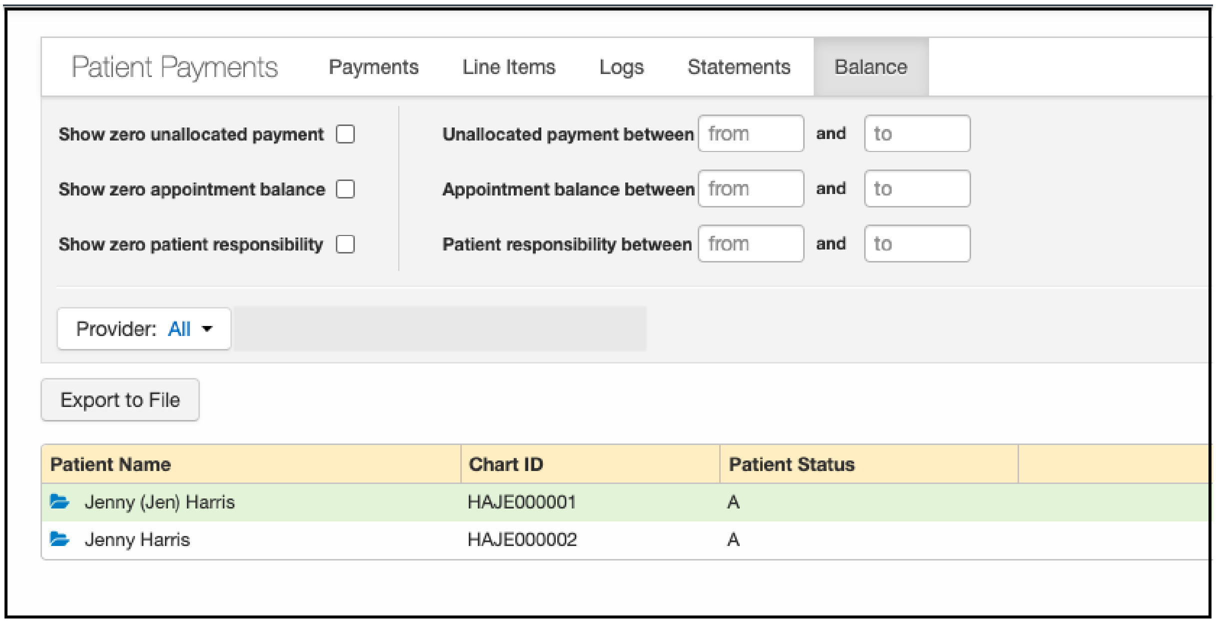
The **Balance** tab provides greater ability to narrow down your search results, and export capabilities.

1. Navigate to **Billing > Patient Payments > Balance tab.**
2. You can search for patients with unallocated amounts and appointment balances between a range that you select.
3. Once you have identified the patients, you can export the information into a report by selecting **Export to File**. Once generated, the report will be available in your message center.



Please note, that the patient shown in the image above is a sample patient with test data.