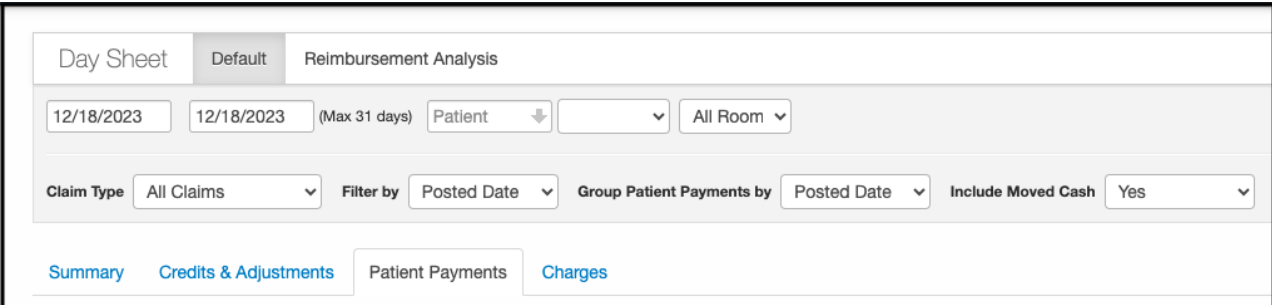# How do I Run a Report for a Specific Payment Method?

09/11/2024 9:03 am EDT

To get a report on different Patient Payment methods, please follow the steps outlined below:
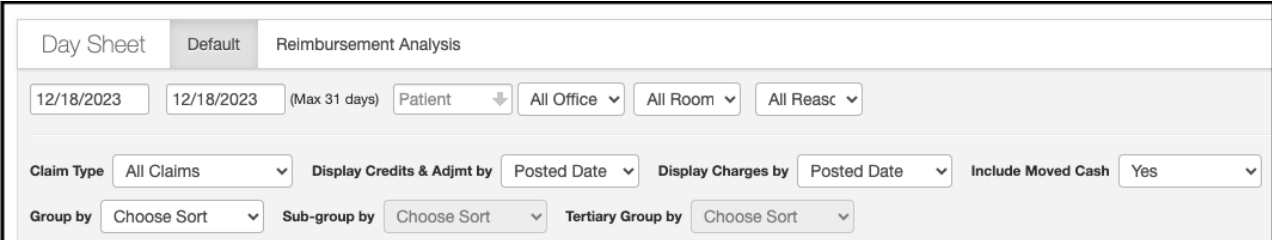
1. Navigate to **Billing** and select **Financial Transactions** (**Day Sheet**).

2. Enter the Date range and click on the **Patient Payment** tab.

3. Under **Group Patient Payment by** Select **Method**.

4. Click on **Update**.

5. If you want to export the data, click the green **Action** button and select **Export Current Selection**. The report will generate and appear in your message center.