Financial Transactions Report: Patient Payments tab

Last modified on 09/03/2025 8:00 am EDT

The fifth tab listed under the Financial Transactions Report (Day Sheet) is the Patient Payments tab. Here is where you can see patient payments added for the parameters you set.

Financial Transactio	on Report								
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Summary Debits C	Credits Adjustments	Patient Payments	Transfer	s All Data					
Controls									^
Date 06/01/2023 - 08/25/2025		Patient Paymer Posted Date	∙t ▼	Patient All	•	Code Category	*	Payment Profile	-
Provider All	Office All	Exam Room All	•	Insurance All	•	Procedure Code All	•	Include Moved Yes	¥
Include Future Yes 💌	Patient Flags								

The controls available include:

- Date Range
- Patient Payment Date Type
- Patient
- Code Category
- Payment Profile
- 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
- Include Future Appointments
- Patient Flags

Once you have set your parameters, the report will populate. The diagonal arrows will maximize the report on your screen. The up/down arrow will sort the information in numerous ways. Options to export the report are under

the three vertical dots. The generated report will be available in your downloads.

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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 downloads.

Summary	Debits	Credits	Adjustmer	its Pat	tient Payments	Transfe	rs All Data					
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