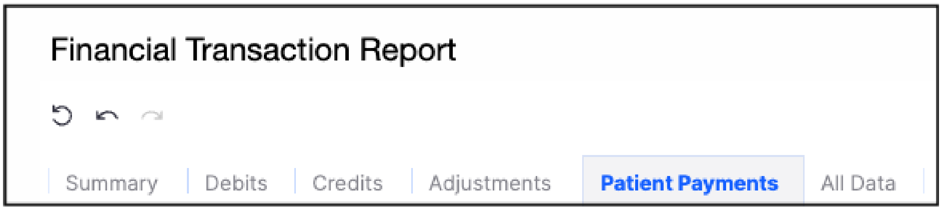
Financial Transactions Report: Patient Payments tab

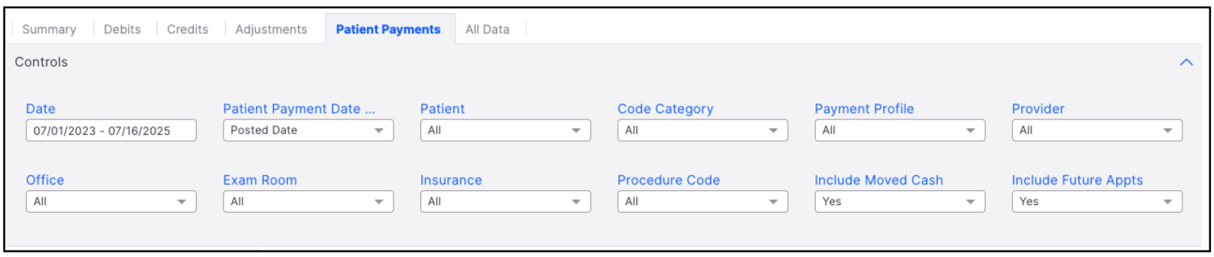
Last modified on 07/16/2025 10:30 am EDT

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.

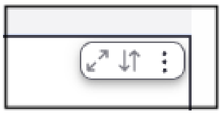


The controls available include:

- Date
- 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 Appts



Once you have set your parameters, the report will populate. You can use the up/down arrow on the right side to sort the information in numerous ways. The diagonal arrows will maximize the report on your screen.



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.