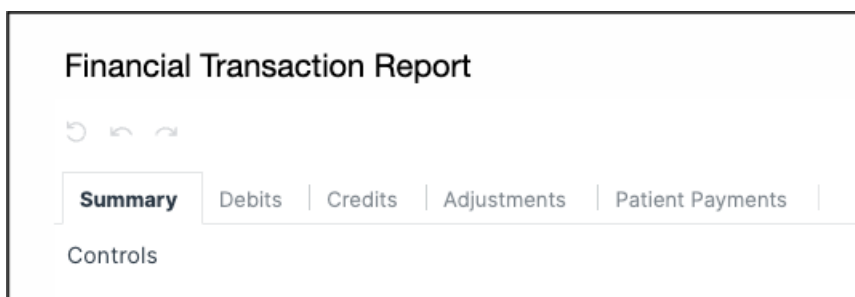


Financial Transactions (Day Sheet) Updates: Patient Payments tab

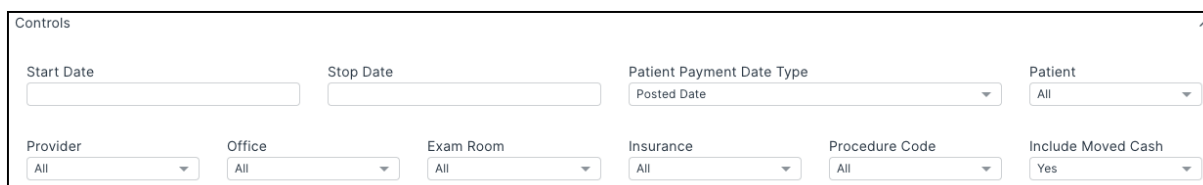
Last modified on 11/08/2024 1:32 pm EST

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.

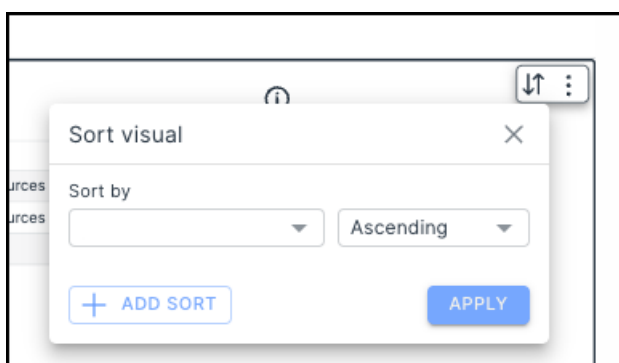


The controls available include:

- Start Date
- Stop Date
- Patient Payment Date Type
- Patient
- 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

A screenshot of the 'Controls' section from the Financial Transaction Report interface. It contains several input fields and dropdown menus arranged in two rows. The first row includes: 'Start Date' (text input), 'Stop Date' (text input), 'Patient Payment Date Type' (dropdown menu with 'Posted Date' selected), and 'Patient' (dropdown menu with 'All' selected). The second row includes: 'Provider' (dropdown menu with 'All' selected), 'Office' (dropdown menu with 'All' selected), 'Exam Room' (dropdown menu with 'All' selected), 'Insurance' (dropdown menu with 'All' selected), 'Procedure Code' (dropdown menu with 'All' selected), and 'Include Moved Cash' (dropdown menu with 'Yes' selected).

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.



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 message center.

