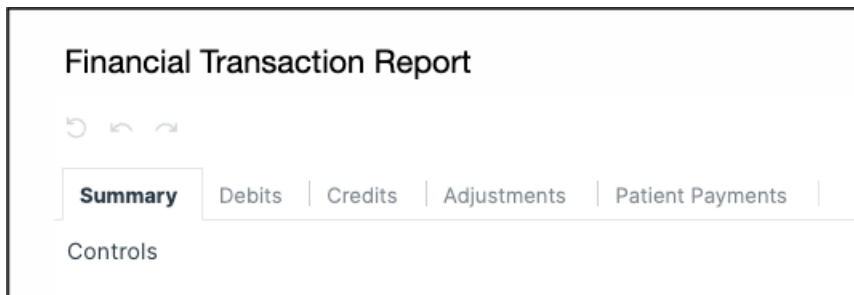


Financial Transactions Report: Patient Payments tab

Last modified on 04/10/2025 3:22 pm EDT

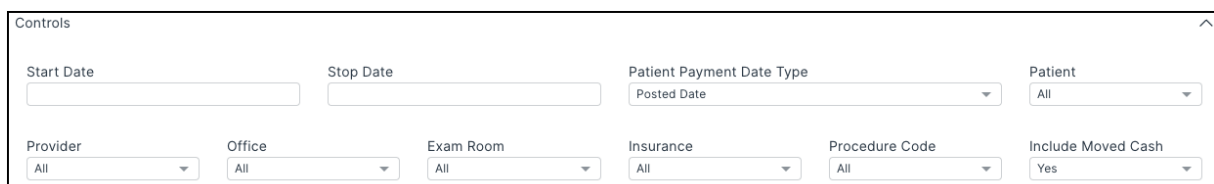
The fifth tab listed under the Financial Transactions Report (Day Sheet) is the Patient Payments tab. Here is where you can see patient payments added for the parameters you set.



The screenshot shows the 'Financial Transaction Report' window. At the top, there are three navigation icons: a circular arrow, a left-pointing arrow, and a right-pointing arrow. Below these is a horizontal tab bar with five tabs: 'Summary', 'Debits', 'Credits', 'Adjustments', and 'Patient Payments'. The 'Summary' tab is currently selected and highlighted. Below the tab bar is a 'Controls' section, which is currently empty.

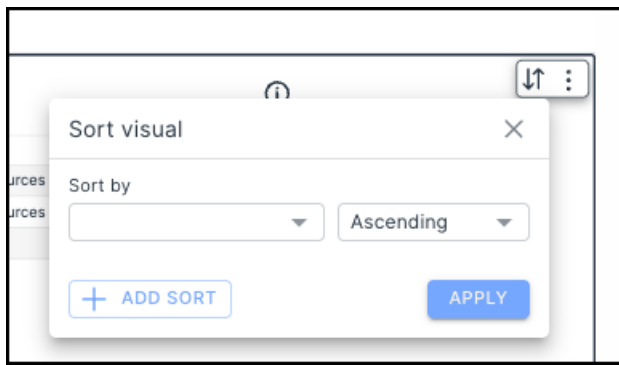
The controls available include:

- 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

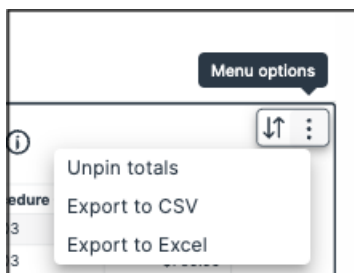


The screenshot shows the 'Controls' section of the report. It contains several input fields and dropdown menus arranged in two rows. The first row includes 'Start Date' (text input), 'Stop Date' (text input), 'Patient Payment Date Type' (dropdown menu with 'Posted Date' selected), and 'Patient' (dropdown 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). A small upward-pointing arrow is visible in the top right corner of the controls section.

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.



Financial Transaction Report

Summary | Debits | Credits | Adjustments | Patient Payments | All Data

Controls

Date: 04/01/2017 - 04/10/2025 | Debits Date Type: Posted Date | Credits and Adjustment Date Type: Posted Date | Patient Payments Date Type: Posted Date | Patient: All

Provider: All | Office: All | Exam Room: All | Insurance: All | Procedure Code: All | Adjustment Code: All

Payment Profile: All | Code Category: All | Include Future Appts: Yes

Data Freshness: 04-10-2025 12:58 pm | Group By: Select one | Sub Group By: Select one | Tertiary Group By: Select one

Debits	Credits	Adjustments	Patient Payments
\$3,798,755.54	\$1,297,977.93	\$983,741.33	\$3,247.28