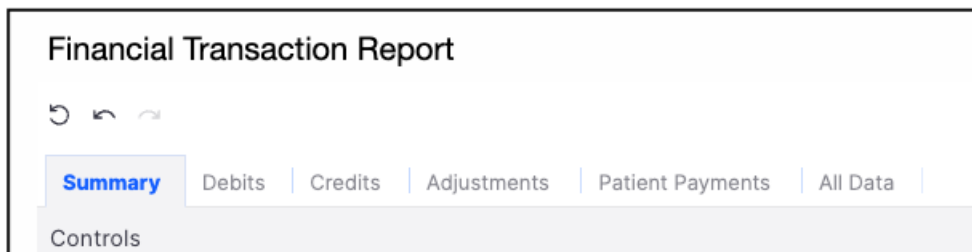# Financial Transactions Report (Day Sheet) Updates: How to run a report for a specific insurance
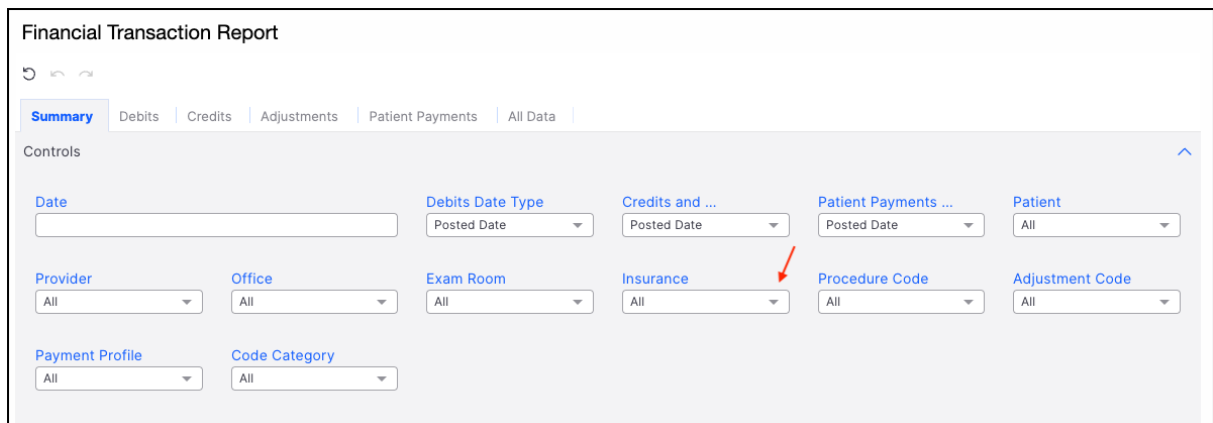
Last modified on 11/08/2024 1:46 pm EST

Included in the Financial Transactions report is the option to run a report for a specific insurance.

To find the report

1. Navigate to **Billing > Financial Transactions (Day Sheet)**

2. On the Summary Tab, locate the Insurance option.

3. Click on the **down arrow** within the Insurance option. Here you will be able to select, or deselect which payers you would like the report to   include.

Insurance

All ▲

Search value 🔍

- ☑ Select all
- ☑ NULL
- ☑ Empty string
- ☑ Aetna
- ☑ Aetna - Institutional clai...
- ☑ Aetna PPO
- ☑ Blue Cross and Blue Shi...
- ☑ CIGNA
- ☑ Cigna
- ☑ Cigna PPO
- ☑ GEICO

Insurance

All ▲

Search value 🔍

- ☑ Select all
- ☑ NULL
- ☑ Empty string