

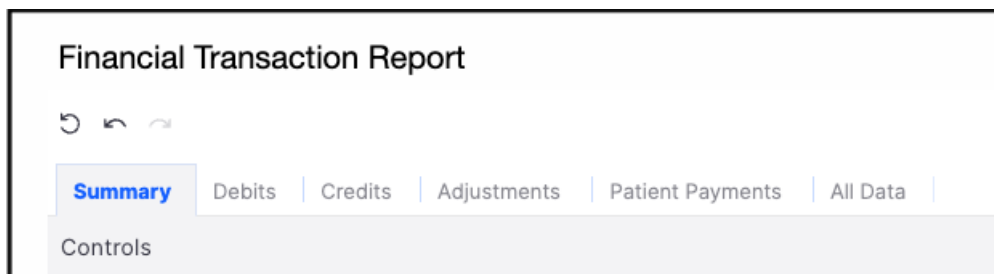
# Financial Transactions Report (fka Day Sheet) Updates: How to run a report for a specific insurance

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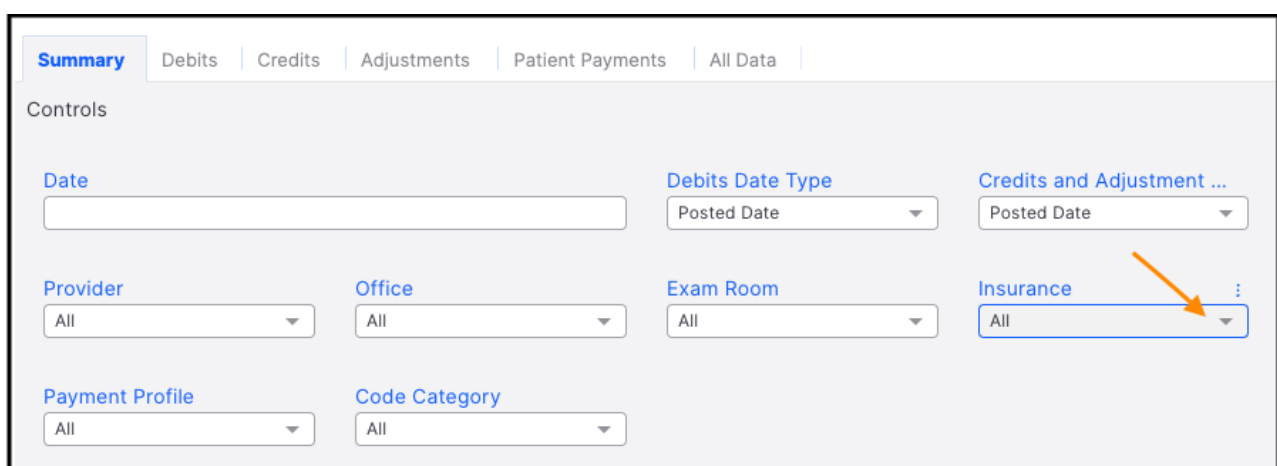
Included in the Financial Transactions report is the option to run a report for a specific insurance.

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

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