Payments Report (Clinic)

This report gives a list of all payments received in the selected date period either by Accounting Period, Audit Date or Date of Service. The data is able to be shown in formats such as Detailed, Summary and Summary Categories.

Filter options include:

- Location
- Department
- Doctor
- Payment Type
- Group By options
- From and To Date Range

1. Click on the Reports Icon

How to Print/Export the Payments Report:



- 2. Under Reports Clinic, Click on Payments

Financial Reports Adjustments Arrears Deleted Transactions GST Invoice Stats Items
 Arrears
 ☆ Deleted Transactions ☆ GST ☆ Invoice Stats

 ☆ Invoice Stats
1 Items
2 Payments
☆ Receipted
☆ Revenue
☆ Statements
☆ Transactions

3. Change filters as required > Click **Update**

Kerokio V TAmenio (cente)						
Payments (Clinic)						
Location		Payment Type		Report Type		
All Locations	*	All Payment Types	~	Detail		*
Department		Group By (Primary)		Date Type		
All Departments	*	Payment Type	*	Accounting Period		*
Doctor		Group By (Secondary)		From	То	
All Doctors		No Group	*	25/01/2024	25/01/2024	
				Run report for each Departme	ent	
				Run report for each Doctor		3
				_		Lindato

4. Report will generate below the filters section.

To **Print** the report, Click the **Print** button.

To **Export** the report, Click the **Export To** button and choose either **Excel**, **Excel** - **Raw Data** or **PDF**.

REPORTS > PAYMENTS (CLINIC)											
Payments (Clinic)											
Location				Payment Type				Report Type			
All Locations	~			All Payment Types		*		Detail			~
Department				Group By (Primary)				Date Type			
All Departments	~			Payment Type		*		Accounting Pe	riod		*
Doctor				Group By (Secondary)				From		То	
All Doctors	v 🛛 Include Inac	tive Doctors		No Group		*		01/	2/2023	31/12/2	023
								Run report for	r each Department		
								Run report fo	r each Doctor		
											Update
	< 1 of 1 >	DI O									_
			100%	Find Next							
				Clinic Tour							
		P	ayments (Clinic) Report based on Accounting P	eriod for 01/12/20	23 to 31/12/2023					
				All Locations							
	Patient Name	MRN	Inv	Tran Date Drawer	Chq Ref	Bank Branch		Amount Aud	it Date		
	EFTPOS										
	JONES, Sandra	109	80	01/12/2023 JONES, Sandra	REFUND				12/2023		
							Sub Total	-100.00			
							Total	-100.00			
	Refund JONES, Sandra								12/2023		
	JONES, Sandra TESTER, Test	109 101	79 12	01/12/2023 JONES, Sandra 04/12/2023 TESTER, Test					12/2023 12/2023		
	TESTER, Test	101	34	04/12/2023 TESTER, Test					12/2023		
		101	54	SWIEZEDES TESTER, ISK			Sub Total	-500.00	1212020		
							Total	-500.00			
							Full Total	-600.00			
	PaymentsClinic-ClinicTour			Page 1 of	1			Date: 25/01/2024 1:4	14 PM		
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							Print	Export To	· -		
								Excel	11		
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