

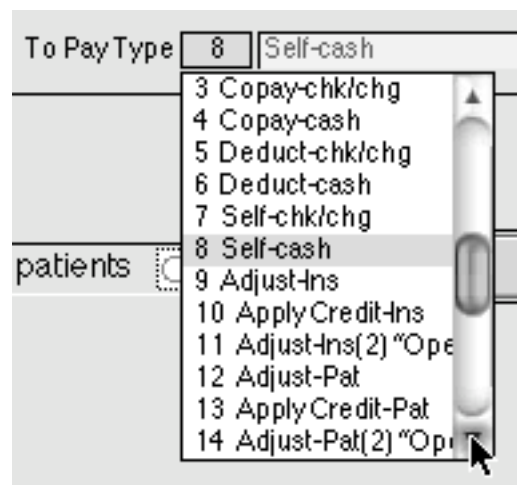
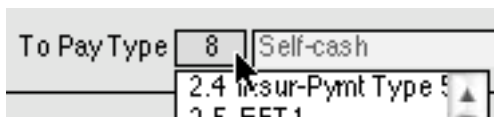
How do I...

Generate a payment report that includes more pay types ...

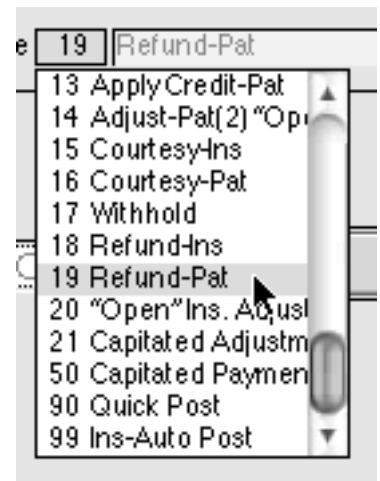
When you click on one of the date choices, it will automatically fill in the payment types of 2 (insurance payment) to 8 (self-cash).

Year to Date	Month to Date
Previous Year	Previous Month

If you want it to include more payment types, click in the **To Pay Type** box.



Scroll through the list until you come to the pay type you want.



Your report will now include all the pay types in that range. The one illustrated will include all your refunds and adjustments.