



Your Unapplied Payments Analysis — data request

STEP ONE · JANE · TWO EXPORTS · ~15 MINUTES

To run your Unapplied Payments Analysis we need **two** exports out of Jane — no login access required, and nothing we do not need. In each report, click the three dots in the top corner and choose Export to Excel.

THE TWO EXPORTS WE NEED

1 **Transaction Report** sometimes labelled “Cash Out”

Reports → Billing Reports → Transaction

Every receipt in the period reconciled by payment method, with timestamp, payer, invoice number and amount. This is where the headline number and the method breakdown come from.

Date range: two full calendar months that closed at least 30 days ago

Export as: Excel — not PDF

2 **Credit Report** money received, not yet applied

Reports → Credit Report

Every outstanding credit across the practice. In Jane, a payment that has not been applied to an invoice sits on the patient's account as a credit — so this is the report that holds the leak. The Accounts Receivable Report is worth adding if it is easy; it shows what is still owed against those credits.

Date range: none — it shows credits as they stand right now

Write down: the date and time you ran it

Also useful: Applied & Unapplied Payments Report, same date range as #1

Why the second export matters. On its own, a payment sitting unapplied looks like money waiting to be posted. Sometimes it is — and sometimes the patient has simply paid ahead and owes nothing, which is not a leak at all. The only way to tell the two apart is to look at what each account still owes. In a recent pilot the two largest items in the audit turned out to be prepayments, not posting failures. The second export is what keeps that out of your report.

BEFORE YOU SEND

Write down the date you ran each report. Unapplied balances move as payments get posted, so the same report run two weeks apart gives a different number. The run date is what makes the findings hold up — and your system does not record it in the file.

Send the export as it comes out. No cleanup, no reformatting. If something will not export, a screenshot of the report on screen is enough to start.

Not sure you are looking at the right reports? Send us a screenshot of your reports menu and we will point you to the exact two — or we will walk you through them on a short screen share. We never need your password.

PRIVACY & SECURITY

We sign a **Business Associate Agreement** before you send anything.

Files go over a secure upload link, never email — **bellecureinsights.com/upload**.

Patient names are not required. An account ID is enough.

We use your data only to produce your audit. Never shared, never resold.

- 1 Run the two exports above.
- 2 Drop both files into the secure upload link: **bellecureinsights.com/upload**
- 3 We confirm receipt, and deliver your Unapplied Payments Analysis in about a week — a short report plus a call to walk through it.