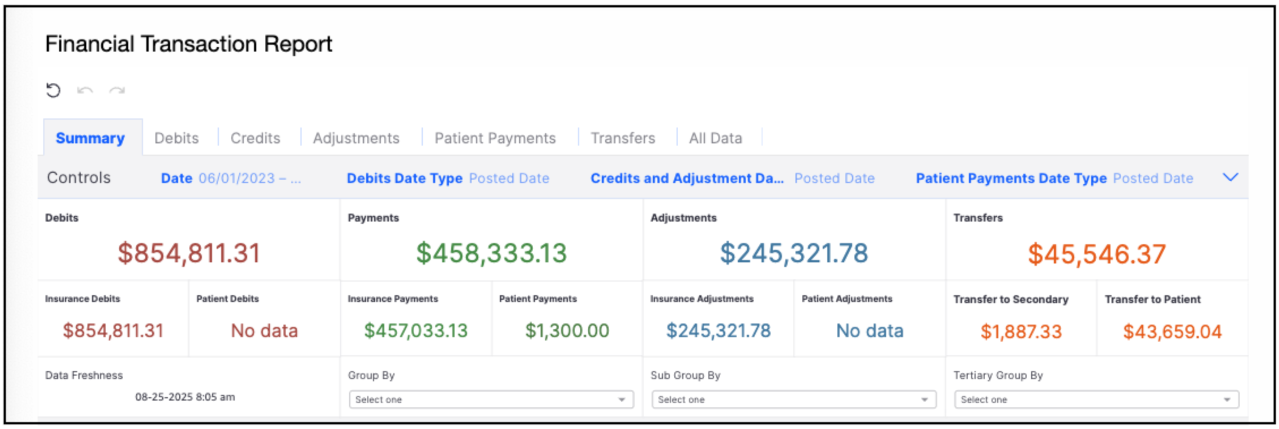
Financial Transactions Report: Overview

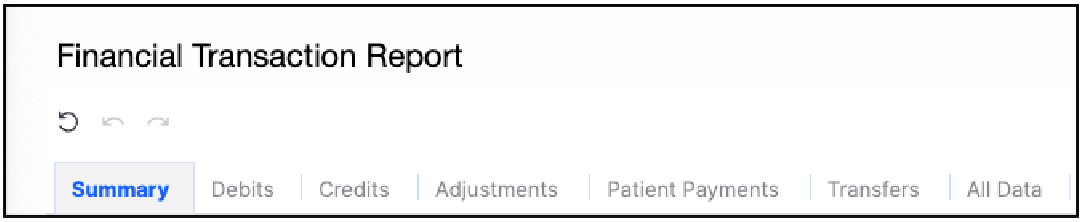
Last modified on 04/27/2026 3:58 pm EDT

DrChrono has made significant improvements to the report known as the Financial Transactions report (Day Sheet). It will now enable you to delve into the financial information from your practice.



Let's look at an overview:

First, the tabs on the top left of the screen.



- **Summary** - This tab will show you a high-level view of your debits, credits, adjustments, and patient payments. It is also where you can customize the report to meet your business needs.
- **Debits** - This tab will show you all of your charges/debits that match the parameters you set.
- **Credits** - This tab will show you all the insurance payments that match your set parameters.
- **Adjustments** - This tab will show you any insurance and/or patient adjustments posted that match your set parameters.
- **Patient Payments** - This tab will show any patient payments posted that match your set parameters.
- **Transfers** - This tab will show any transferred patient payments.
- **All Data** - This tab will show all data.

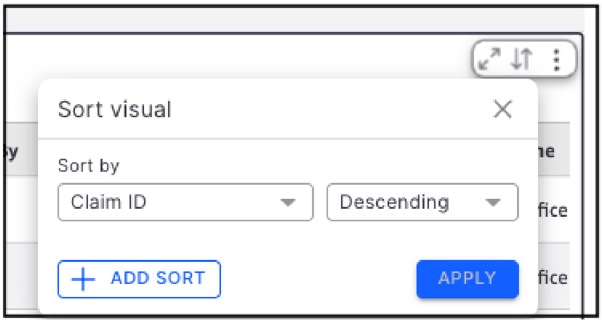
Within each tab, you will find several options to drill down into your financial data to a more granular level.

Examples of controls available include the following. Each option may not be available if it does not apply to the tab you are viewing.

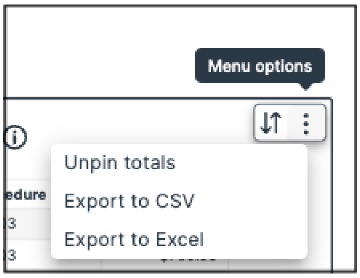
- Date
- Debits Date Type
- Credits and Adjustments Date Type
- Patient Payments Date Type
- Patient
- Provider
- Office
- Exam Room
- Insurance
- Procedure Code
- Adjustment Code
- Payment Profile
- Code Category
- Include Future Appts

Once you have set your parameters, the report will populate automatically.

You can use the diagonal arrows to maximize the view, and the up/down arrow on the right side to sort the information in numerous ways.   Only CPT/HCPCS/Custom codes with actual charges will appear on your report.



You can also export the report to CSV or Excel by pressing the 3 vertical dots. The report will be generated and available on your device.



Understanding the Financial Transaction Report

In DrChrono, negative amounts in the Financial Transaction Report indicate:

- **Refunds:** Patient refunds are subtracted from collections, potentially resulting in a negative net if refunds exceed new payments during the reporting period.
- **Payment Reversals or Corrections:** Reversed or unposted payments create negative entries to offset the original transactions.
- **Overpayments or Credits:** Large credits applied or adjusted during the reporting period can produce negative entries in summaries.