Financial Transactions Report: Summary tab

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DrChrono has made significant improvements to the report known as the Transactions Report (fka Day Sheet). It will now allow you to dig down 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.

Many controls are available to customize the report to meet your business needs.

Controls include:

- **Start Date** - This is the beginning date for your report.
- **Stop Date** - This is the ending date for your report.
- **Adjustment Date Type** - This allows you to select your report's date type: Check Date, Deposit Date, or Posted Date.
- **Patient** - Allows you to search for a specific patient.
- **Provider** - Allows you to search by a specific provider.
- **Office** - Allows you to search by a specific office location.
- **Exam Room** - Allows you to search by a specific exam room within your office.
- **Insurance** - Allows you to search for a specific insurance.
- **Procedure Code** - Allows you to search for a specific procedure code.
- **Adjustment Code** - Allows you to search for a specific adjustment code.

Data Freshness Date - This date and time stamp will show you the date and time the data was retrieved from our servers. There should typically be a 15-minute lag between entering a payment/adjustment/credit and viewing it on the report.

Once you select your parameters, you will see your report onscreen on the summary tab:

Here are pictures of the left, right, and summary sections that are easier to read:

(left side of the screen)

Financial Transaction Report

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Summary | Debits | Credits | Adjustments | Patient Payments

Controls

Start Date	Stop Date	Credits and Adjustment Date Type
01/01/2024	06/10/2024	Posted Date ▼

Provider	Office	Exam Room
All ▼	All ▼	All ▼

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Data Freshness	Group By
06-10-2024 11:40 am	Insurance ▼

Debits	Credits
$525.00	**$118,712.34**

(right side of the screen)

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Debits Date Type	Patient Payments Date Type	Patient
Posted Date ▼	Posted Date ▼	All ▼

Insurance	Procedure Code	Adjustment Code
All ▼	All ▼	All ▼

Sub Group By	Tertiary Group By
Select one ▼	Select one ▼

Adjustments	Patient Payments
$82,207.76	**$0.00**

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(Summary listed on the bottom left of the screen)

Insurance	Total Debits	Total Credits	Total Adjustments	Total Patient Payments
Cigna [62308]	$350.00	$0.00	$0.00	$0.00
MEMIC Casualty Company [E0132]	$175.00	$0.00	$0.00	$0.00
[]	$0.00	$118,712.34	$82,207.76	$0.00
	$525.00	**$118,712.34**	**$82,207.76**	**$0.00**