

Financial Transactions Report: Summary tab

Last modified on 04/10/2025 3:21 pm EDT

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.

The screenshot shows the 'Financial Transaction Report' interface. At the top, there are navigation tabs: 'Summary' (selected), 'Debits', 'Credits', 'Adjustments', 'Patient Payments', and 'All Data'. Below the tabs is a 'Controls' section with various filters: 'Date' (04/01/2017 - 04/10/2025), 'Debits Date Type' (Posted Date), 'Credits and Adjustment Date Type' (Posted Date), 'Patient Payments Date Type' (Posted Date), 'Patient' (All), 'Provider' (All), 'Office' (All), 'Exam Room' (All), 'Insurance' (All), 'Procedure Code' (All), 'Adjustment Code' (All), 'Payment Profile' (All), 'Code Category' (All), and 'Include Future Appts' (Yes). Below the controls, there are three rows of summary data: 'Debits' (\$3,798,755.54), 'Credits' (\$1,297,977.93), 'Adjustments' (\$983,741.33), and 'Patient Payments' (\$3,247.28). The bottom row also includes 'Data Freshness' (04-10-2025 12:58 pm), 'Group By', 'Sub Group By', and 'Tertiary Group By' dropdowns.

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:

Financial Transaction Report				
Summary Debits Credits Adjustments Patient Payments				
Controls				
Start Date 06/10/2024	Stop Date 06/10/2024	Credits and Adjustment Date Type Posted Date	Debits Date Type Posted Date	Patient Payments Date Type Posted Date
Provider All	Office All	Exam Room All	Insurance All	Procedure Code All
Adjustment Code All				
Data Freshness 06-10-2024 11:40 am	Group By Insurance	Sub Group By Select one	Tertiary Group By Select one	
Debits \$525.00	Credits \$118,712.34	Adjustments \$82,207.76	Patient Payments \$0.00	
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

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

(left side of the screen)

Financial Transaction Report

Summary | Debits | Credits | Adjustments | Patient Payments

Controls

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

Provider: All | Office: All | Exam Room: All

Data Freshness: 06-10-2024 11:40 am

Group By: Insurance

Debits	Credits
\$525.00	\$118,712.34

(right side of the screen)

Debits Date Type: Posted Date | Patient Payments Date Type: Posted Date | Patient: All

Insurance: All | Procedure Code: All | Adjustment Code: All

Sub Group By: Select one | Tertiary Group By: Select one

Adjustments	Patient Payments
\$82,207.76	\$0.00

(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