Financial Transactions Report: Summary tab

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.
- **Transfers** - This tab will show any payments that have been transferred.
- **All Data** - This tab will show all data.

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

Controls include:

- **Date** - This is the beginning and ending dates for your report.
- **Debits date Type** - This allows you to select Posted Date or Date of Service for your report.
- **Credits and Adjustment Date Type** - This allows you to select your report's date type: Check Date, Deposit Date, or Posted Date.
- **Patient Payments Date Type** - Allows you to search by Payment 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.
- **Payment Profile** - Allows you to search by a single, multiple, or all payment profiles.
- **Code Category** - Allows you to search by a single, multiple, or all custom codes.
- **Include Future Appointments** - Allows you to include or exclude future appointment dates.

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: