

# 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.

The screenshot shows the 'Financial Transaction Report' interface with the 'Summary' tab selected. It features a 'Controls' section with various filters and a summary table of financial data.

Financial Transaction Report							
Summary   Debits   Credits   Adjustments   Patient Payments   Transfers   All Data							
Controls							
Date	Debits Date Type	Credits and Adjustment ...	Patient Payments Date ...	Patient			
06/01/2023 - 08/25/2025	Posted Date	Posted Date	Posted Date	All			
Provider	Office	Exam Room	Insurance	Procedure Code	Adjustment Code		
All	All	All	All	All	All		
Payment Profile	Code Category	Include Future Appts					
All	All	Yes					
Debits		Payments		Adjustments		Transfers	
\$854,811.31		\$458,333.13		\$245,321.78		\$45,546.37	
Insurance Debits	Patient Debits	Insurance Payments	Patient Payments	Insurance Adjustments	Patient Adjustments	Transfer to Secondary	Transfer to Patient
\$854,811.31	No data	\$457,033.13	\$1,300.00	\$245,321.78	No data	\$1,887.33	\$43,659.04
Data Freshness	Group By	Sub Group By	Tertiary Group By				
08-25-2025 9:12 am	Select one	Select one	Select one				

Let's look at an overview:

This close-up shows the navigation tabs at the top left of the report. The 'Summary' tab is highlighted in blue, followed by 'Debits', 'Credits', 'Adjustments', 'Patient Payments', and 'All Data'.

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:

Financial Transaction Report							
Summary   Debits   Credits   Adjustments   Patient Payments   Transfers   All Data							
<b>Controls</b> Date: 06/01/2023 - 08/25/2025 Debits Date Type: Posted Date Credits and Adjustment ...: Posted Date Patient Payments Date ...: 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 Include Future Appts: Yes							
<b>Debits</b>		<b>Payments</b>		<b>Adjustments</b>		<b>Transfers</b>	
\$854,811.31		\$458,333.13		\$245,321.78		\$45,546.37	
<b>Insurance Debits</b>	<b>Patient Debits</b>	<b>Insurance Payments</b>	<b>Patient Payments</b>	<b>Insurance Adjustments</b>	<b>Patient Adjustments</b>	<b>Transfer to Secondary</b>	<b>Transfer to Patient</b>
\$854,811.31	No data	\$457,033.13	\$1,300.00	\$245,321.78	No data	\$1,887.33	\$43,659.04
Data Freshness: 08-25-2025 9:12 am		Group By: Select one		Sub Group By: Select one		Tertiary Group By: Select one	