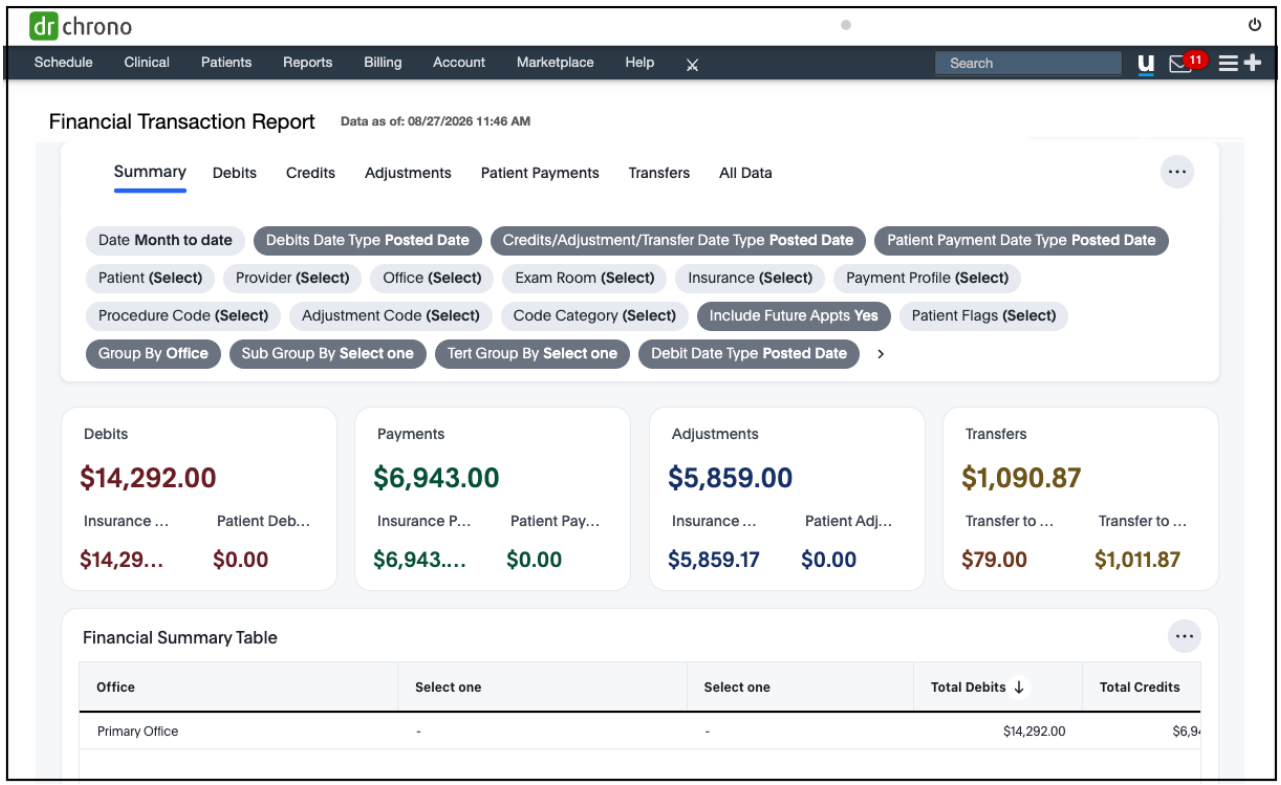
Financial Transactions Report: Summary tab

Last modified on 11/06/2026 12:59 pm EST

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.



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.
- **Payment Profile** - Allows you to search by a single, multiple, or all payment profiles.
- **Procedure Code** - Allows you to search for a specific procedure code.
- **Adjustment Code** - Allows you to search for a specific adjustment code.
- **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.
- **Include Moved Cash** - Allows you to include or exclude moved cash (patient payments)

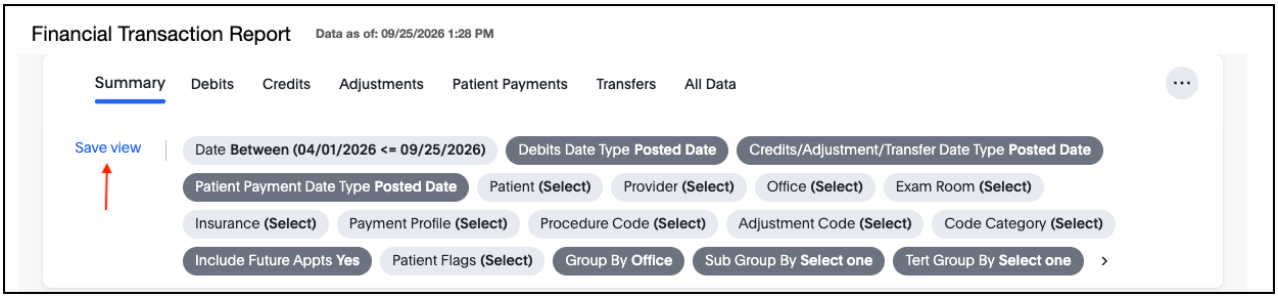
    - Select **Yes** if you want to view revenue listed for a certain period (could include payments that were originally posted on one day and then moved to a different posted date)
    - Select **No** if you want to view revenue by the original posted date, perhaps to verify against bank deposit
- **Billed To** - Allows you to select insurance, patient, or both.
- **Include Future Appts** - Allows future appointments to be included or excluded.
- **Trace Number** - Allows searching by trace number.
- **Adjustment Type** - Allows the inclusion or exclusion of different adjustment types.
- **Patient Flags** - Allows you to search by a single, multiple, or all patient flags.
- **Transfer Type** - Allows selection of payments transferred to the patient or a secondary payer.

Data Freshness Date - This date and time stamp, on the left side of the screen, shows 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.

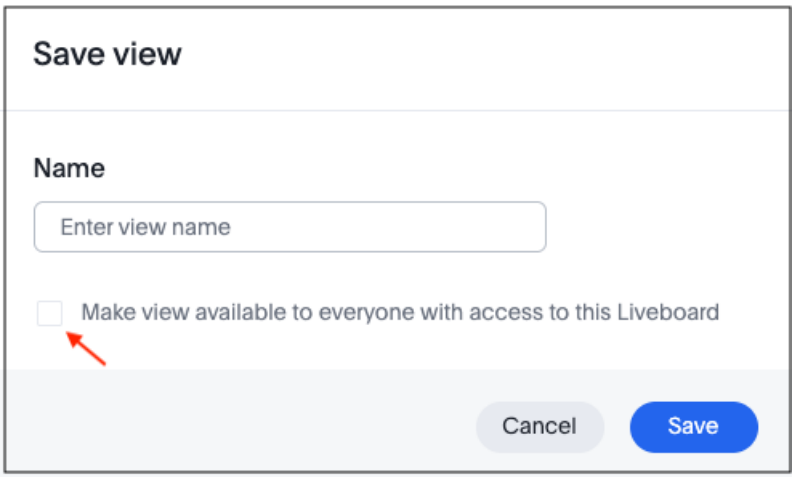
Once you select your parameters, you will see your report onscreen on the summary tab.

Save View

To save the filters set, press **Save View** on the left side of the screen.

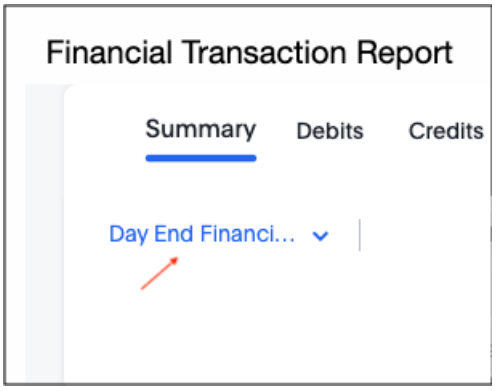


Enter a name for the view when prompted. To share the view with colleagues, check the box next to **Make view available to everyone with access to this Liveboard**.

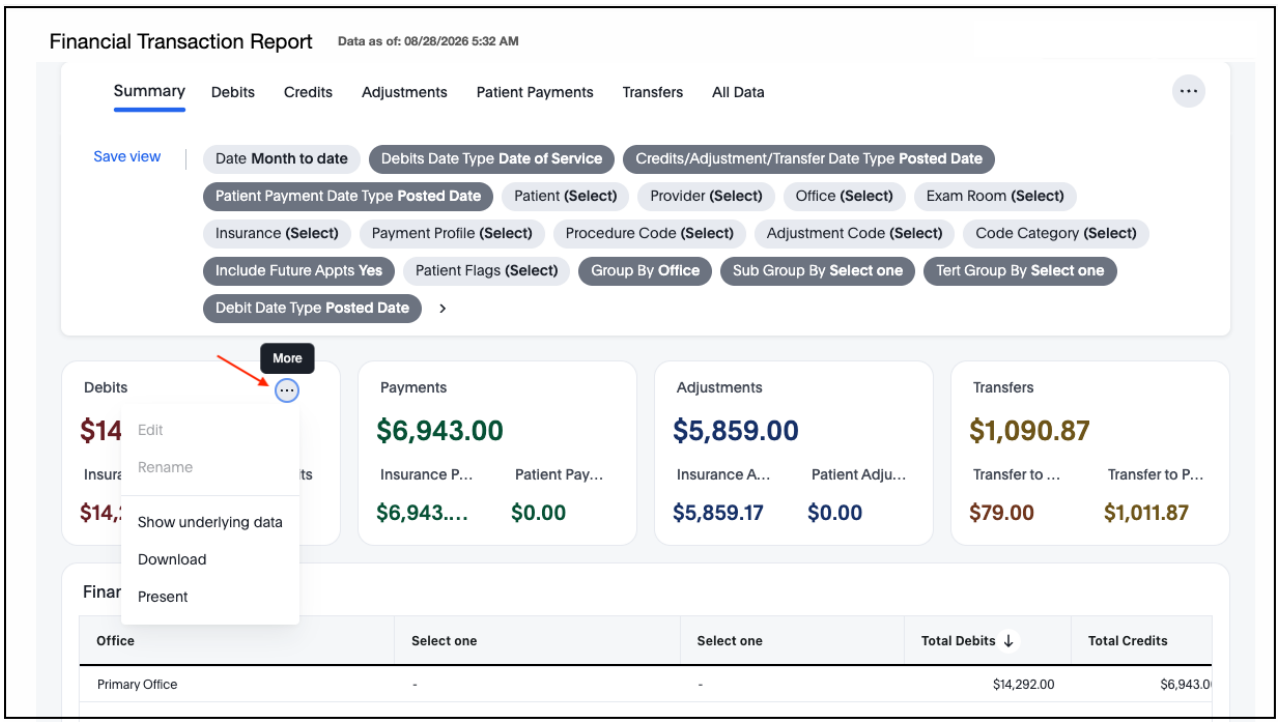


Saved views preserve all filter selections, including date type and grouping. They do not save a specific date range.

To rerun the report, select it from the left side of the screen. If it is not showing, press the down arrow for additional saved views.



Hover over the top-right corner of each card (Debits, Payments, Adjustments, Transfers) to access options to view the underlying data, download the information, or maximize the view for presentation mode.



Group By Options

Each tab has its own **Group By** field. Use the Group By field specific to that tab,

Tab	Group By field
Summary	**Group By**, **Sub Group By**, **Tert Group By**
Debits	**Debit Group By**
Credits	**Credit Group By**
Adjustments	**Adj Group By**
Patient Payments	**Patient Group By**
Transfers	**Transfer Group By**

Drill down into grouped results

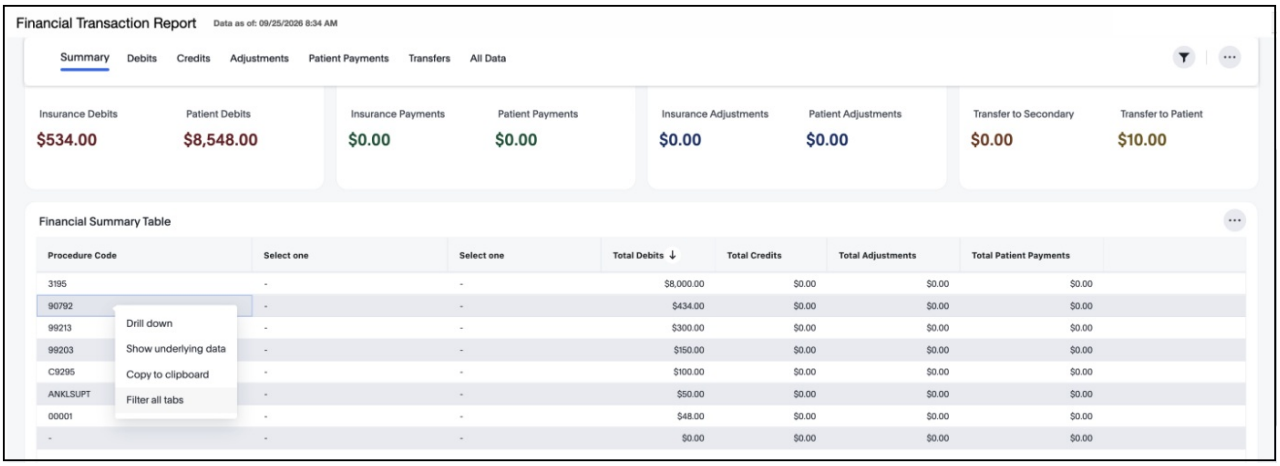
After grouping data on the **Summary** tab, you can filter all tabs to a specific group value without manually recreating your filters.

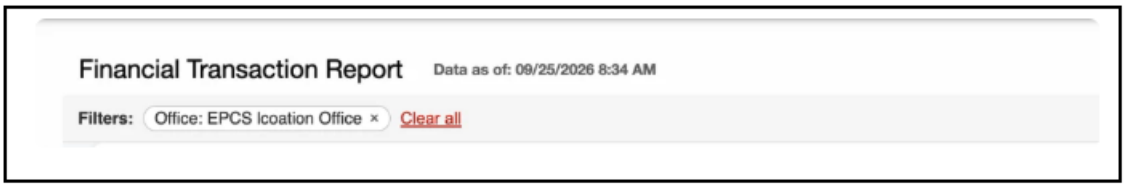
1. On the **Summary** tab, apply a **Group By** value (for example, **Office**). The left-side table lists each group, such as Office A, Office B, and Office C.

2. Right-click the group value you want to explore.

3. Select **Filter all tabs** from the menu.

The filter applies across all tabs — **Debits**, **Credits**, **Adjustments**, **Patient Payments**, and **Transfers** — so each tab shows only the transactions for that group.





The right-click context menu on a grouped row value shows the options Drill down, Show underlying data, Copy to clipboard, and Filter all tabs. This directly illustrates step 3.

> The **Filter all tabs** option is available when data is grouped. To remove the filter, click on the "Clear All" option.