

Financial Transactions Report: Transfers

Last modified on 02/09/2026 1:48 pm EST

The sixth tab listed under the Financial Transactions Report (Day Sheet) is the Transfers tab. Here is where you can see appointments that have been transferred to patient responsibility and to a secondary payer.

As with other sections of the report, there are multiple options to drill into your practice data. They include:

- Date Range
- Transfer Date Type
- Patient
- Code Category
- Payment Profile
- Provider
- Office
- Exam Room
- Insurance
- Procedure Code
- Include Future Appointments
- Trace Number
- Transfer Type

Once your parameters are set, the report will generate automatically.

Financial Transaction Report

Summary | Debits | Credits | Adjustments | Patient Payments | **Transfers** | All Data |

Controls

Date	Transfer Date Type	Patient	Code Category	Payment Profile
06/01/2023 - 08/25/2025	Posted Date	All	All	All
Provider	Office	Exam Room	Insurance	Procedure Code
All	All	All	All	All
Trace Number	Transfer Type	Include Future Appts		
All	All	Yes		

Data Freshness
08-25-2025 9:12 am

Group By
Reason Code

Transfers Group By Summary

Rows	Count	Adjustment ...
-1	2	\$2,197.26
2	1,114	\$43,349.11
Total	1,116	\$45,546.37

Transfers

Filter Date	Patient Fullname	Date of Service	Provider Name	Insurance Name	Payer ID	Adjustment Amount	Adjustment Reas
Jun 1, 2023		May 31, 2023		Cigna	62308	\$20.84	2: Coinsurance Ar
Jun 1, 2023		May 31, 2023		Cigna	62308	\$0.27	2: Coinsurance Ar
Jun 1, 2023		May 31, 2023		Cigna	62308	\$357.44	2: Coinsurance Ar
Jun 1, 2023		May 31, 2023		Cigna	62308	\$5.09	2: Coinsurance Ar
Jun 2, 2023		May 23, 2023		Cigna	62308	\$17.44	2: Coinsurance Ar
Jun 2, 2023		May 23, 2023		Cigna	62308	\$4.45	2: Coinsurance Ar
Jun 2, 2023		May 30, 2023		Aetna	60054	\$11.21	2: Coinsurance Ar
Jun 2, 2023		May 30, 2023		Aetna	60054	\$6.28	2: Coinsurance Ar
Jun 2, 2023		May 30, 2023		Aetna	60054	\$0.68	2: Coinsurance Ar
Jun 2, 2023		May 30, 2023		FL BCBS	SB590	\$9.53	2: Coinsurance Ar

Hovering in the right corner of the report will expose additional options. The diagonal arrows will maximize the report on your screen. The vertical arrows will allow you options to sort the information. Export options are under the three vertical dots. The exported report will be available in your downloads.

Include Future ...

Yes

Adjustment Amount Adjustment Reas

