

Transaction Listing Report

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The **Transaction Listing** report provides you with a list of transactions based on filters (Search Criteria) you select.

Get to this report from the **Transactions** menu > **Transaction Reports** > **Transaction Listing Report**.

Customize a report with a listing of transactions sorted by Family/Account and Transaction Date for a specific date range including tax, if collected.

View totals for debits, credits, and net payments (payments less refunds). Payment totals will reconcile with all other **Revenue Reports**.

Provide this report to your accountant, they refer to this as a ledger.

Save a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > **My Reports**.

Search Criteria

You can filter the report using any or all of the available Search Criteria and Jackrabbit will compile a report of families who meet ALL of the criteria chosen. In addition, you can filter for a specific family or class.

This report can be viewed/saved to PDF, Excel, HTML, Word, Text, and Tiff format.

Report Results

You will be able to view the Transaction Listing, with taxes shown (if collected) in a separate column, for the families in your system during the specified date range.

This report format is a favorite of accountants and bookkeepers!

