

Transaction Listing Report



Last Modified on 09/21/2023 5:35 pm EDT

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 this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!

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: Transaction Listing

← RETURN ✓ SUBMIT

Search Criteria 🔍 Favorites 📌 Save Favorites ✕ Refresh ?

Do you want to limit the report to certain locations? ?

- No, show me all transactions
- Limit results to transactions from certain locations
- Limit results to families in certain locations

Select Family/Acct 🔍 Search Clear

Select Class/Event 🔍 Search Clear

Category1 Cat2 Cat3

Session

Amount From Through

Transaction Type

Payment Method

Check#

Debits / Credits

Date From Through

Date Paid From Through

User ID

Note

Tuition Billing Only

Use this **Search Criteria** to locate transactions for a specific family, class, or event.

Display Settings

Show Transaction Notes

Show Student ID

Report Output 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 database during the specified date range.

Transaction Listing

From 8/23/2023 - Through 8/23/2023

Last Name	Date	Type	Sub-type	Student	Class/Event	Qty	Chk#	Tax	Amount
Ager	8/23/23	Payment							-446.00
Payment: SUCCESS ApprovalCode=123456 TransID#8653111138 Last4=8886 Name=Holly Ager									
Fontaine	8/23/23	Payment							-414.00
Payment: SUCCESS ApprovalCode=123456 TransID#8653111180 Last4=8886 Name=A. Fontaine									
Fornos	8/23/23	Payment							-212.50
Payment: SUCCESS ApprovalCode=123456 TransID#8653111228 Last4=8886 Name=Adele Fornos									
Golding	8/23/23	Payment							-150.00
Payment: SUCCESS ApprovalCode=123456 TransID#8653111265 Last4=8886 Name=S. Golding									
Harding	8/23/23	Payment							-595.00
Payment: SUCCESS ApprovalCode=123456 TransID#8653111298 Last4=8886 Name=Lee Harding									
Jacobs	8/23/23	Payment							-548.50
Payment: SUCCESS ApprovalCode=123456 TransID#8653111359 Last4=8886 Name=Jane Cochrane									
Reimer	8/23/23	Payment							-554.00
Payment: SUCCESS ApprovalCode=123456 TransID#8653111386 Last4=8886 Name=adsf asdf									
Smith	8/23/23	Payment							-358.50
Payment: SUCCESS ApprovalCode=123456 TransID#8653111441 Last4=8886 Name=Tory Smith									
Wallace	8/23/23	Payment							-352.50
Payment: SUCCESS ApprovalCode=123456 TransID#8653111526 Last4=9906 Name=Livy Wallace									
						0		0.00	
Debits:		# of Trans		Credits:		# of Trans			
Refunds:	0.00	0	Payments:	4,281.00	11	Payments:	4,281.00		
Fees:	0.00	0	Credit Adjustments:	0.00	0	- Refunds:	0.00		
Total Debits:	0.00	0	Total Credits:	4,281.00	11	Net Total:	4,281.00		



This report format is a favorite of accountants and bookkeepers!