

Transaction Sub-type Listing Report

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Located in the *Transactions/Financials* section of reports, the Transaction Sub-type Listing Report provides a listing of transactions that can be filtered using various criteria including: location, family, class, category, and more.

The report is sorted by Transaction Type with sub-totals by Transaction Sub-type. Totals are provided for debits, credits, and net total. These totals reconcile to all other revenue reports. Tax amounts are not broken out in this report.

Date	Last Name	First Name	Note	Pmt Method	Chk#	Qty	Amount	
Date: 1/25/2018								
Transaction Sub-Type Listing								
From 1/19/2018 - Through 1/30/2018								
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Type: Merchandise		Sub-type: Pro Shop						
1/19/18	Ager	Dianne	Hoodie			0.00	40.00	
		Type: Merchandise		Total for Sub-type: Pro Shop		0.00	40.00	
Type: Merchandise		Sub-type: Snack Bar						
1/25/18	Harris	Susan	snacks				9.50	
		Type: Merchandise		Total for Sub-type: Snack Bar		0.00	9.50	
Total for Type: Merchandise							0.00	49.50
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Type: Tuition Fee		Sub-type: February						
1/19/18	Ager	Dianne				0.00	75.00	
1/30/18	Harris	Susan				0.00	95.00	
		Type: Tuition Fee		Total for Sub-type: February		0.00	170.00	
Total for Type: Tuition Fee							0.00	170.00
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Credits Total:	0.00	Debits Total:	219.50	Qty Total:	0.00	Net Total:	219.50	
# of Trans:	0	# of Trans:	4			# of Trans:	0	

Commonly, this report is used to provide information on the type of transactions that occurred during a specific date range. When looking for a specific transaction(s), the various search criteria allow you to fine tune your search.

The Transaction Sub-type Listing report can be viewed /saved to PDF, Excel, HTML, RTF, Text, and Tiff.