Transaction Summary Report

The **Transaction Summary** report, which can be found under the*Transactions (menu) > Transaction Reports*, provides a summary of transactions that occurred during a specified time frame.

Transactions can be filtered using various criteria including Location, Date Range, Transaction Type, and Debits/Credits. Total your report by Transaction Type or choose to total by both Category1 and Transaction Type.

Report Results

Transaction Summary Report

← RETURN

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Location	Category 1	Credit/Debit	Type	Total
CCD	Gymnastics	Debit	Tuition Fee	75.00
EDU		Credit	Bad Debt	-418.49
EDU		Credit	Payment	-281.25
EDU	Dance	Debit	Costume Fee	305.00
EDU	Dance	Debit	Tuition Fee	67.50

QUICK tip! 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!