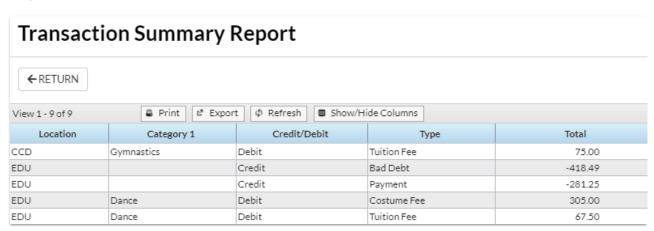
Transaction Summary Report

Last Modified on 04/29/2021 7:50 am EDT

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





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!