Transaction Listing Report

Last Modified on 11/03/2020 12:33 am EST

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

You can find this report in the *Reports* menu. Go to **Reports** > **Transactions/Financials** > **Transactions Research** > **Transaction Listing Report**.

- Customize a report with a listing of transactions sorted by Family/Account and Transaction Date for a specific date range.
- 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.

If you use this report frequently, make it a**Favorite Report** for quick and easy access!

Business Scenario

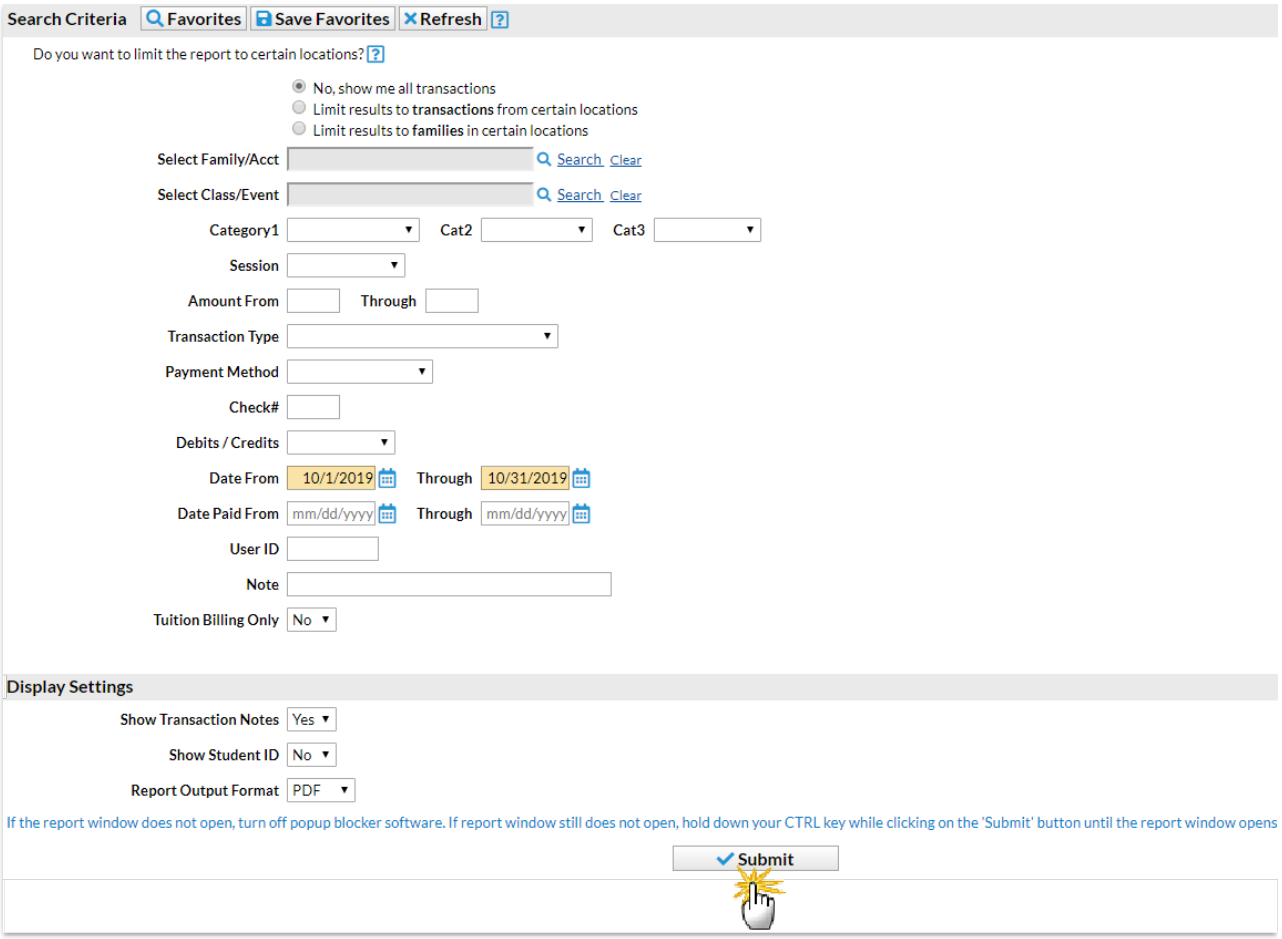
You would like to determine how much tax was billed during the month of October. To create this report select this Search Criteria: *Date From* **10/1/2019** *Through* **10/31/2019.**

The report results will show all transactions, including taxes, by family members for the specific date range selected.

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.

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 in a separate column, for the families in your database during the specified date range.

Transaction Listing

From 10/1/2019 - Through 10/31/2019

Last Name	Date	Type	Sub-type	Student	Class/Event	Qty	Chk#	Tax	Amount
Ager	10/1/19	Tuition Fee		Dani	Hip Hop L2 - Thurs 7pm			3.38	70.88
Note: October									
Ager	10/1/19	Tuition Fee		Dave	Hip Hop L2 - Thurs 7pm			3.21	67.33
Note: October, Multi-Student Disc=3.38									
Evans	10/1/19	Tuition Fee		Shawna	Tap L1 - Mon 6pm			2.25	47.25
Note: October									
Xanders	10/1/19	Tuition Fee		Liam	Tap L1 - Mon 6pm			2.25	47.25
Note: October									
						0		11.09	

Debits:		# of Trans
Refunds:	0.00	0
Fees:	232.71	4
Total Debits:	232.71	4

Credits:		# of Trans
Payments:	0.00	0
Credit Adjustments:	0.00	0
Total Credits:	0.00	0

Payments:	0.00
- Refunds:	0.00
Net Total:	0.00

This report format is a favorite of accountants and bookkeepers!