

Detail TRXN Report

The Detail TRXN Report is similar to the [Transaction Report](#) in that it shows all transactions for a given range. The difference is that the Detail TRXN report shows anything that was entered in the Description box on a transaction.

When running a Detail TRXN report, you'll select your date range, location(s), practitioner(s), and Transactions from the menu at the top, then click Search:

Transaction details											Download CSV
INVID	APPTID	TRXN Date	Patient	Prac	Loc	Description	Debit	Credit	Balance	Method	
92	207	Tue Aug 4	Snow White	Alexa Hulsey	Main Street	Treatment	\$0.00	\$0.00	\$0.00		
						Past Due	\$0.00	\$0.00	\$0.00		
93	208	Tue Aug 4	Joe Smith	Joe Smith	Main Street	Treatment	\$20.00	\$-20.00	\$0.00		
						Patient Token Applied	\$0.00	\$20.00	\$20.00		
94	209	Tue Aug 4	Mary Lu Smith	Joe Smith	Main Street	Treatment	\$20.00	\$-20.00	\$0.00	CreditCard	
						Amount Paid	\$0.00	\$20.00	\$20.00		
95	210	Wed Aug 5	Mickey Mouse	Alexa Hulsey	Main Street	Treatment	\$20.00	\$-20.00	\$0.00	CreditCard	
						Past Due	\$20.00	\$-20.00	\$0.00		
						Amount Paid	\$0.00	\$40.00	\$40.00		
96	211	Wed Aug 5	Minnie Mouse	Alexa Hulsey	Main Street					CreditCard	

The report can be downloaded to a CSV if you'd like to sort your data.

The Detail TRXN report does NOT show check-ins for the date range. For that you'll need to run an [Appointment Report](#).

Revision #2

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