Transaction Report

The Transaction Report shows all transactions for a given range. When running a transaction report, you can select for date, location and practitioner.

This is the report you'll want to run anytime you want to look at financial transactions, whether for the day, week, month, etc. It differs from the Appointment Report in a few ways:

- It includes transactions that aren't tied to an appointment, for example if someone comes in to purchase a retail item but doesn't get a treatment
- It includes debit/credit and token balances
- It separates out payments for treatments vs items
- It shows method of payment for each transaction (cash, check, credit card, or other)

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

Transactions for appointments show date and time

INVID	APPTID	Time	TRXN Date	Patient	Prac	Loc	Note	Treat	Items	Credit/Debit	Token	Balance	Paid	Method
136	257	Aug 12, 2020 (1:00 pm)	Aug 12, 2020	Mickey Mouse	Alexa Hulsey	Main Street		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
135	--	--	Aug 12, 2020	Donald D Duck		Main Street		$ 0.00	$ 20.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
134	253	Aug 12, 2020 (12:20 am)	Aug 12, 2020	Grumpy The Dwarf	Joe Smith	West Side		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
133	252	Aug 12, 2020 (12:10 am)	Aug 12, 2020	Sneezy Dwarf	Joe Smith	West Side		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
132	251	Aug 12, 2020 (12:00 am)	Aug 12, 2020	Happy D Dwarf	Joe Smith	West Side		$ 20.00	$ 0.00	$ 20.00	1	$ 0.00	$ 0.00	
131	247	Aug 12, 2020 (10:10 am)	Aug 12, 2020	Jiminy Cricket	Alexa Hulsey	Main Street		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 40.00	CreditCard
130	246	Aug 12, 2020 (10:00 am)	Aug 12, 2020	Goofy P Dog	Alexa Hulsey	Main Street		$ 30.00	$ 0.00	$ 0.00	0	$ 30.00	$ 30.00	Cash
129	245	Aug 12, 2020 (9:50 am)	Aug 12, 2020	Daffy D Duck	Alexa Hulsey	Main Street		$ 20.00	$ 0.00	$ 20.00	1	$ 0.00	$ 0.00	
128	243	Aug 12, 2020 (9:30 am)	Aug 12, 2020	Clarabelle D Cow	Alexa Hulsey	Main Street		$ 20.00	$ 0.00	$ 20.00	0	$ 0.00	$ 0.00	
127	250	Aug 12, 2020 (9:20 am)	Aug 12, 2020	Tinker D Bell	Fairy Godmother	West Side	Forgot wallet	$ 0.00	$ 0.00	$ 0.00	0	$ 0.00	$ 0.00	
126	249	Aug 12, 2020 (9:10 am)	Aug 12, 2020	Minnie Mouse	Fairy Godmother	West Side		$ 20.00	$ 0.00	$ 20.00	0	$ 0.00	$ 0.00	
125	248	Aug 12, 2020 (9:00 am)	Aug 12, 2020	Mickey Mouse	Fairy Godmother	West Side		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
124	--	--	Aug 12, 2020	Clarabelle D Cow		West Side		$ 0.00	$ 20.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
123	242	Aug 4, 2020 (2:20 pm)	Aug 12, 2020	Daffy D Duck	Fairy Godmother	West Side		$ 25.00	$ 0.00	$ 25.00	0	$ 0.00	$ 0.00	
122	241	Aug 4, 2020 (1:50 pm)	Aug 12, 2020	Br'er R Rabbit	Fairy Godmother	West Side		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 40.00	Cash
121	240	Aug 4, 2020 (1:40 pm)	Aug 12, 2020	Tinker D Bell	Fairy Godmother	West Side		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
120	239	Aug 4, 2020 (1:30 pm)	Aug 12, 2020	Snow White	Fairy Godmother	West Side		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
119	238	Aug 4, 2020 (1:20 pm)	Aug 12, 2020	Goofy P Dog	Fairy Godmother	West Side		$ 30.00	$ 20.00	$ 0.00	0	$ 50.00	$ 50.00	Cash
118	237	Aug 4, 2020 (1:10 pm)	Aug 12, 2020	Minnie Mouse	Fairy Godmother	West Side		$ 20.00	$ 0.00	$ 20.00	1	$ 0.00	$ 0.00	
117	236	Aug 4, 2020 (1:00 pm)	Aug 12, 2020	Mickey Mouse	Fairy Godmother	West Side		$ 20.00	$ 0.00	$ 0.00	0	$ 20.00	$ 20.00	CreditCard
								$365.00	$60.00	$125.00	3	$300.00	$340.00	

The report will show detailed information for each transaction. Note that the total at the bottom of the Paid column may be different from the total at the bottom of the Balance column. This occurs when patients use credits or tokens as payment. The Paid total will always show the actual amount collected for the given date range.

The transaction report does NOT show check-ins for the date range. For that you'll need to run an Appointment Report.

Detailed Transactions

There is a choice in the type of transaction reports that show all the details or line items for every transaction. Choose the "Detail TRXN" option for more details in your transactions. Note the gray lines separate transactions.

Transaction details

INVID	APPTID	TRXN Date	Patient	Prac	Loc	Description	Debit	Credit	Balance	Method
523	770	Mon Nov 1	Miles Axelrod	Fairy Godmother	Main Street					CreditCard
523	770	Mon Nov 1	Miles Axelrod	Fairy Godmother	Main Street	AAA Treatment	$20.00	$-20.00	$0.00	
523	770	Mon Nov 1	Miles Axelrod	Fairy Godmother	Main Street	Amount Paid	$0.00	$20.00	$20.00	
524	771	Mon Nov 1	Wall-E Bot	Fairy Godmother	Main Street					CreditCard
524	771	Mon Nov 1	Wall-E Bot	Fairy Godmother	Main Street	AAA Treatment	$20.00	$-20.00	$0.00	
524	771	Mon Nov 1	Wall-E Bot	Fairy Godmother	Main Street	Books	$35.00	$-35.00	$0.00	
524	771	Mon Nov 1	Wall-E Bot	Fairy Godmother	Main Street	Patient Token Applied	$0.00	$20.00	$20.00	
524	771	Mon Nov 1	Wall-E Bot	Fairy Godmother	Main Street	Amount Paid	$0.00	$35.00	$35.00	
525	765	Mon Nov 1	Rapunzel Shear	Fairy Godmother	Main Street					
525	765	Mon Nov 1	Rapunzel Shear	Fairy Godmother	Main Street	AAA Treatment	$20.00	$-20.00	$0.00	
525	765	Mon Nov 1	Rapunzel Shear	Fairy Godmother	Main Street	Patient Credit Applied	$0.00	$20.00	$20.00	
526	772	Mon Nov 1	Sally Carrera	Fairy Godmother	Main Street					CreditCard
526	772	Mon Nov 1	Sally Carrera	Fairy Godmother	Main Street	AAA Treatment	$20.00	$-20.00	$0.00	
526	772	Mon Nov 1	Sally Carrera	Fairy Godmother	Main Street	Essential Oils	$75.00	$-75.00	$0.00	
526	772	Mon Nov 1	Sally Carrera	Fairy Godmother	Main Street	Amount Paid	$0.00	$95.00	$95.00	
527	767	Mon Nov 1	Ariel Mermaid	Fairy Godmother	Main Street					
527	767	Mon Nov 1	Ariel Mermaid	Fairy Godmother	Main Street	AAA Treatment	$20.00	$-20.00	$0.00	
527	767	Mon Nov 1	Ariel Mermaid	Fairy Godmother	Main Street	Patient Token Applied	$0.00	$20.00	$20.00	
528	775	Mon Nov 1	Eeyore Donkey	Fairy Godmother	Main Street					CreditCard
528	775	Mon Nov 1	Eeyore Donkey	Fairy Godmother	Main Street	AAA Treatment	$20.00	$-20.00	$0.00	

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