

DAILY TRANSACTION SUMMARY REPORT



Produces a list or preview of the totals for the different accounting transaction types for the specified station for the given month or date range.

You can make the following selections:-

You can choose between displaying Aggregate figures or Daily figures.

- Period** You can run the report for a month or a date or date range. If you select Month you will be able to select the month you wish in the next selection box. If you choose date you have different selections:-
- Any value** Will display transaction with any date (therefore every transaction ever entered)
 - Between** Allows you to enter a date (dd/mm/yy) range
 - =** Will display transactions only for that particular date

Station Select the station code, only the stations in your group can be selected.

Paxton	Daily Transactions Summary	Page 1 of 1
Charity no. 1159975		
National Coastwatch Institution		Printed: 15/02/2025
Month = October 2024		
Fund code: 032		
<u>Type</u>	<u>Number</u>	<u>Value</u>
Sales Invoices	0	0.00
Sales Invoices (Inc. VAT)		0.00
Sales Credit Notes	0	0.00
Sales Credit Notes (Inc. VAT)		0.00
Sales Payments	0	0.00
Purchase Invoices	0	0.00
Purchase Invoices (Inc. VAT)		0.00
Purchase Credit Notes	0	0.00
Purchase Credit Notes (Inc. VAT)		0.00
Purchase Payments	0	0.00
Income bookings	11	3,798.88
Income bookings (Inc. VAT)		4,225.75
Expenditure bookings	1	300.00
Expenditure bookings (Inc. VAT)		300.00
Donations	1	22.50

Example of the Daily Transactions Summary Report