

# DAILY TRANSACTION LIST REPORT



Produces a list or preview of the selected accounting transaction types for the specified station for the given month or date range. This could be used typically to produce a list of all bookings on a given day, week or month.

You can make the following selections:-

**Effective Date or Logged Date** Choose to select the transactions by the transaction effective date or the date they were booked into the system.

**Account** It will default to your stations current account. Click the down arrow and select a different account if required.

**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.

**Transaction Type** Choose 'All types' for everything or select the required transaction type.

Paxton		Daily Transaction List							Page 1 of 1	
Charity no. 1159975									Printed: 15/02/2025	
National Coastwatch Institution										
All transaction type										
Effective month = October 2024										
Fund code: 032										
Eff. date	Log date	Type	Account code	Account name	Fund code	User code	References	Audit	Seq	Value
01/10/24	16/10/24	Don	BK-032-610	Froward Point curr acc	032	NCI-032-AT	July23Donations			22.50
15/10/24	15/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	BD167903	Cash from raffle		550.00
15/10/24	15/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	CB July 23	Collection box		75.00
15/10/24	15/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	SS12323	Merchandise		1,249.50
16/10/24	16/10/24	Exp	BK-032-610	Froward Point curr acc	032	NCI-032-AT	TrainingCo	FirstAid Session		-300.00
16/10/24	16/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	19443	July 23 receipts		62.25
16/10/24	16/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	BR12545634	Paid to bank		120.00
16/10/24	16/10/24	Inc	BK-032-620	Froward Point dep acc	032	NCI-032-AT	MemberJul23	Member renewal		600.00
16/10/24	17/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	SS12323	Merchandise		1,249.50
16/10/24	16/10/24	MTf	BK-032-610	Froward Point curr acc	032	NCI-032-AT	Petty Cash			-100.00
16/10/24	16/10/24	MTf	BK-032-630	Froward Point petty cash	032	NCI-032-AT	Petty Cash			100.00
16/10/24	16/10/24	MTf	BK-032-620	Froward Point dep acc	032	NCI-032-AT	Transcurrent			-1,500.00
16/10/24	16/10/24	MTf	BK-032-610	Froward Point curr acc	032	NCI-032-AT	Transcurrent			1,500.00
16/10/24	16/10/24	MTf	BK-032-610	Froward Point curr acc	032	NCI-032-AT	Transdeposit			-1,000.00
16/10/24	16/10/24	MTf	BK-032-620	Froward Point dep acc	032	NCI-032-AT	Transdeposit			1,000.00
17/10/24	17/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	19443	July 23 receipts		62.25
17/10/24	17/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	CB July23	Collection box		75.00
19/10/24	19/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	19443	July 23 receipts		62.25
19/10/24	19/10/24	Inc	BK-032-610	Froward Point curr acc	032	NCI-032-AT	BR12545634	Paid to bank		120.00
									Total	3,948.25

Example of the Daily Transactions List Report