Transaction Journal

Report Description:

This report will list every transaction that matches the selected transaction type. You can run by transaction date or date added. You can run every transaction or only specific types of transactions, such as adjustments or voided transactions.

Running the Report:

Enter the beginning and ending date.

Transaction Journal
Enter report criteria and press "Submit"

From date:* 10/24/2018

To date:* 10/24/2018

Only inlcude voided transactions:* ○ Yes ● No

Find by Date Added:* ○ Yes ● No

Include non-monetary transactions: ○ Yes ● No

The find by date added is helpful if instead of searching for the transaction date, you can search for everything added yesterday for example.

If you include non-monetary transactions, you can include such items as community service hours.

The Report:

The report will produce a .pdf report as well as a .csv spreadsheet.

The report will show the debit and credit entries of every transaction. The total at the bottom is the total of all the debits and all the credits. These totals should equal or there should be an explanation of why they don't.

Where the data comes from:

This is reporting every transaction that matches the report settings that took place during the reporting period.

The setting "trace" allows you to trace the transactions for a specific person ID.

By setting the "transType" you can create multiple transaction journals, for example, one for just adjustments and one for all transactions.

Report Settings:

trace.1=27010

# -- Required settings --
class=equest.app.reports.TransactionJournal
jobQ=batch

limit to type(s) (all if not specified)
transType.n=????
where ???? is one of the following:
ASR - Assessment
ADJM - Adjustment on multiple requirements
DCR - Debit/Credit

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# DCRM - Debit/Credit on multiple requirements
# PMTR - Payment
# PMTM - Payment on multiple requirements
# GENJ - General journal entry
# DEP - Deposit
# DIS - Disbursement preparation
# CHKR - Check on single requirement
# CHKA - Check from an account
# CHKM - Check on multiple requirements
transType.1=adjm
transType.2=dcr
transType.3=dcrm
transType.4=genj

# Report only voided transactions.
# Only needed for scheduled reports or if
# prompt.parm.3 is removed.
# voidOnly=<y/n>

# Report prompt fields
prompt.parm.1=startDate
prompt.parm.1.type=date
prompt.parm.1.label=From date
prompt.parm.1.required=true
prompt.parm.1.default=today

prompt.parm.2=endDate
prompt.parm.2.type=date
prompt.parm.2.label=To date
prompt.parm.2.required=true
prompt.parm.2.default=today

prompt.parm.3=voidOnly
prompt.parm.3.type=boolean
prompt.parm.3.label=Only inlcude voided transactions
prompt.parm.3.required=true
prompt.parm.3.primaryValue=n

prompt.parm.4=useAddDate
prompt.parm.4.type=boolean
prompt.parm.4.label=Find by Date Added
prompt.parm.4.required=true
prompt.parm.4.primaryValue=n

prompt.parm.5=includeNonMonetary
prompt.parm.5.type=boolean
prompt.parm.5.label=Include non-monetary transactions
prompt.parm.5.required=false
prompt.parm.5.primaryValue=n

accountGrouping=prob
```