Activity Reports

By Julianne Manning 3 min

To find your **Activity Reports**, go to **Reports** → **Ledger Reports** → **Activity**. From here you will be able to see a list of options to choose from.

Check Listing	Lists Checks by Date range or Check Number range for a selected asset. Select to include Checks, Payroll Check, Journal Entry, Auto Draw, and Custom journal types. Reference #, Transaction Date, Written To, Description, Fund, Account, Amount, and Cleared fields display in Detail or Composite format.
Deposit Listing	Lists Deposits by Transaction Date range for a selected asset. Reference #, Transaction Date, Description, Fund, Account, Amount, and Cleared fields display in Detail or Composite format. Sort by Reference # or Transaction Date.
Daily	Lists the Income and/or Expenditures by account for a specific date by entry order. Same information as the Income report and Expenditures report below (if specific date is used), but combined on one report. Transaction, Posting, and Modified dates may be used. Written To, Description, Fund, Account, and Amount fields display.
Expenditures	Lists Expenditures by account for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Written To, Description, Fund, Account, and Amount fields display. Sort by Account or Transaction Date.
Income	Lists Income by account for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Written To, Description, Fund, Account, and Amount fields display. Sort by Account or Transaction Date.
Income and Expenditures	Lists Income and Expenditures by account (under Categories/Sub-Categories) for a specific date or by date range. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Audit Trail	Lists each transaction activity (Debits and Credits) including changes by Date or Reference # range. All Accounts or Selected Accounts may be included. Reference #, Posted Date, Transaction Date, Check #, Written To/Description, Fund, Account, and Note field display. Also flags deleted entries; the only report that does.
Fund Activity	Lists Fund activity for a date range for selected Funds or for all Funds. Displays Beginning Balance; Income, Expenses, Transfers In and Out for the date range, and Ending Balance. Detail or Composite report type options. Totals by Income and Expenditures; option to display Over/Under.
Ledger by Accounts	Lists detailed transaction activity for accounts (Debits and Credits) for a specific date or by date range with period Total. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Reference #, Date, Check #, Written To, and Description fields display in Detail report type. Sort by Reference #, Transaction Date, or Check #. Use this report to review period posting and totals.
Ledger by Vendor	Lists transaction activity (Debits and Credits) for selected or all Vendors for a specific date or by date range. Transaction, Posting, and Modified dates may be used. All Accounts or Selected Accounts may be included. Detail or Composite report type options. Reference #, Date, Check #, Written

	To/Description, Fund, and Account fields display in Detail report type. Sort by Reference #, Transaction Date, or Check #. Option to display 1099 Items Only.
Trial Balance	Lists account activity (Debits and Credits) by Date or Reference #; by specific item or by range. All Accounts or Selected Accounts may be included. Detail or Composite report type options. All Transaction Types, Journal, Check, Deposit, or Bank Charge types may be included. Use this report to verify Debits and Credits are equal; Out of Balance and Void entries will be flagged.