

deselect "Checks"

Invoices

select "Invoice Summary"

select "All"

Individual Invoices

Invoice Summary

Payment method:

Checks

Credit Cards: Accepted

Credit Cards: Declined

Date Range:

All

From: 5/1/2013

To: 5/31/2013

Report:

All

By Item

Display Product Description

Show

Products:

Quantity: Amount:

6-Nugget Combo	1	\$5.00
Car Magnet	6	\$30.00
Car Magnet	3	\$15.00
Chick-Fil-A Sandwich Combo	6	\$30.00
HRE Adult T-Shirt	9	\$72.00
HRE Hair Bows	3	\$15.00
HRE Stadium Cup with Lid	8	\$16.00
HRE Sweatshirts	1	\$22.00
HRE Tote Bag	3	\$15.00
HRE Youth T-Shirt	23	\$206.00
HRE Youth T-Shirt Pink	1	\$7.00
Long Sleeve T-shirt / Holiday Pre-order	7	\$105.00
Lucky Labrador	4	\$42.00
PTA Membership - Individual	9	\$54.00
PTA Membership- Family	7	\$70.00
Sponsor Donation	3	\$90.00
Visiting Author Kevin O'Malley Books	2	\$30.00
Convenience Fees paid by Members:*		\$0.24
Total of All Invoices:		\$824.24

Dates should only be for a complete month or months

LESS Convenience Fees paid by Members:	\$0.24
LESS Convenience Fees paid by Organization:	\$35.78
Total due to Organization:	\$788.22

* The Invoices include all Convenience Fees paid by Members. Fees paid by the Organization are not shown on the invoices.

If you receive checks, this amount will match the check you receive from sales during an entire month; such as: in June you will receive the amount for May 1, 2012 thru May 31, 2013. It will not include June because we do not calculate June until July. If you receive your deposits by direct deposit, there will be a \$5 fee taken from this amount.

Also note, as you can see above, the Convenience Fees totaling \$35.78 has been subtracted out.