## Payments > Online/POS Payments

Last Modified on 11/24/2020 4:34 pm EST

The Payments > Online/POS Payments screen allows users to pull a report that displays gateway (ACH or Credit Card payments) that have been processed through the system.

Search		•									Business Level -	DCW -	Trai	nsact	iona	· 6
☆ Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹					
Home	Information	Journal														
		Deposit														
i		Third Party	/ Journal	c	om List											
		Add/Edit T	hird Party Ref	und						Classro	oom	м	т	w	Th	F
Informatio	n Sci	Third Party	Refund Alloc	ation	nsactiona	I- Center 1				AM, E	Before School Care	8	7	8	7	8
11		Payments/	Adjustments	а	nsactiona	I- Center 1					le Child Care tration	0	0	0	0	0
<b>.</b>		Mass Char	nge	а	nsactiona	I- Center 1				PM, A	fter School Care	2	2	2	2	2
Birthday	E	Outstandir	ıg													
0		Autopay B	atch													
		Online/PO	S Payments	l												
Registratio	ns Ci	Family Pay	ment	1												

On the Online/POS Payments screen, select the Search Criteria button to enter search detail. After selecting Find any payments that match criteria will display in the Online/POS Payment List screen-

- Center
- Begin Date- start of date range
- Date- end of date range
- Batch Number- batch number will display on gateway/processor reporting
- Assigned Batch Number
- Order #- order number will display on gateway/processor reporting
- Invoice #- invoice number will display on gateway/processor reporting
- First Name on Card
- Last Name on Card
- Email
- Phone Number
- Bank Check #
- Tuition Express Reconciled this is display any TE auto-reconciled payments

ing results for:		Search Criteri
	Search Criteria <b>Q</b>	
	Center:	
ne/POS Payment List		
	Begin Date	Date
	<u> </u>	<u></u>
	Batch Number	Assigned Batch Number
	<b>Q</b>	•
	Order #	Invoice #
	<b>Q</b>	<b>Ŷ</b>
	First Name on Card	Last Name on Card
	2	2
	Email	Phone Number
	<b>A</b>	<b>A</b>
	Bank Check #	
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Displayed results can be exported to Excel for further reconciliation or analysis by selecting the Actions drop-down menu.

• Export- Excel, fields that will display are below-

В	С	D	Е	F	G	Н		J	K	L	М
Family	Transaction Date	Account #	Amount	Transaction	Contact	Authorization Code	Payment ID	Invoice Number	Parent ID	First Name	Last Name
)											

• Export (Version 2)- Excel, fields that will display are below (formatting differences)-

А	в	U	U	E	F	G	Н		J	ĸ	L	IVI
Center	Amount	Family	Transaction Date	Account #	Transaction	Contact	Authorization Code	Payment ID	Invoice Number	Parent ID	First Name	Last Name
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- Tempus Balancing Report (used only if site is setup with Tempus payment processing)
- Export to CSV

Payments Online/POS Payments	
Showing results for:	Search Criteria 🗸
	Actions 1
Online/POS Payment List	Export - Excel
	Export (Version 2) - Excel 🗙
	Tempus Balancing Report
	Export to CSV