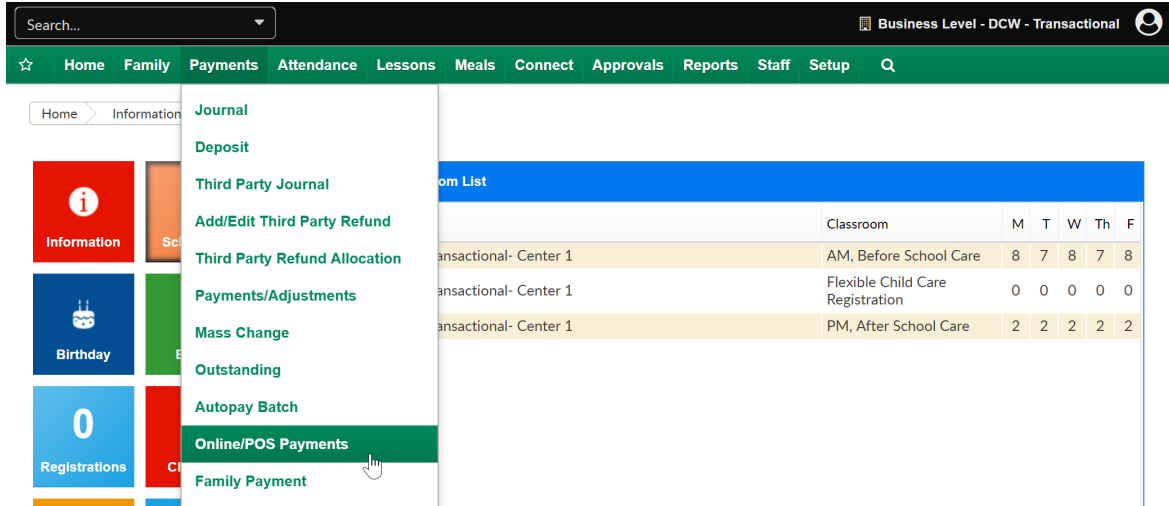


Payments > Online/POS Payments

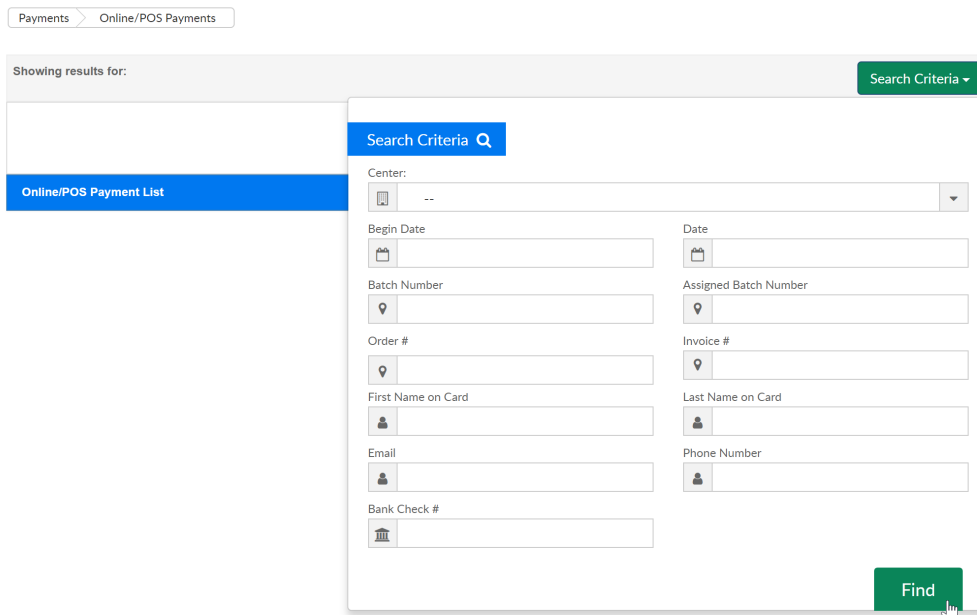
Last Modified on 11/24/2020 4:34 pm EST

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.



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



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-

B	C	D	E	F	G	H	I	J	K	L	M
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)-

A	B	C	D	E	F	G	H	I	J	K	L	M
Center	Amount	Family	Transaction Date	Account #	Transaction	Contact	Authorization Code	Payment ID	Invoice Number	Parent ID	First Name	Last Name

- Tempus Balancing Report (used only if site is setup with Tempus payment processing)
- Export to CSV

