

# Financial- How to pull a payment report for a day, month, quarter

Last Modified on 12/07/2020 7:14 am EST

To pull a payment report navigate to the [Payments > Payments/Adjustments](#) screen-

The screenshot shows a software interface with a navigation menu at the top. The 'Payments' menu is open, and the 'Payments/Adjustments' option is highlighted. The background shows a 'Classroom List' table with columns for Classroom, M, T, W, Th, and F. The table contains several rows of data for different classrooms and their respective payment schedules.

Classroom	M	T	W	Th	F
Transactional- CENTER 1	0	0	0	0	0
Transactional- CENTER 1	0	0	0	0	0
Transactional- CENTER 1	3	3	3	2	2
Transactional- CENTER 1	3	3	3	3	3
Transactional- CENTER 1	1	1	1	1	1
Transactional- CENTER 1	2	2	2	2	2
Transactional- CENTER 1	6	8	6	8	6
Transactional- CENTER 2	1	1	1	1	1
Transactional- CENTER 2	0	0	0	0	0

Select the Search Criteria option, enter a date range, select a payment type etc, then press View

Payments > Payments/Adjustments

Payments Adjustments

Showing results for:

Funding Type: All Display Pre-Pay Deposits?: No Include Pay Corrections?: No Include Unallocated Agency Payments?: No [Search Criteria](#)

**Payment Report**

**Search Criteria**

Center: --

Deposit Begin Date: 12/01/2018 Deposit End Date: 12/31/2018

Entry Begin Date: Entry End Date:

Funding Type: All Payment Type: All

Display Pre-Pay Deposits?  No  Yes

Batch #: Assigned Batch #:

Check #: Posted By (User ID):

Family ID: Include Unallocated Agency Payments?  Yes  No

From Letter: To Letter:

[Advanced Search](#)

[View](#)

Privacy Policy  
00:00:006 - Session will expire in approx 90 minutes  
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1EAEDED03341C3ED5C74D8EA4BED1C2-n1.dew4tb

Select the Actions menu, then select Export-CSV or Export PDF to create a report.

- These options will allow users to see basic payment information

Payments > Payments/Adjustments

Payments Adjustments

Showing results for:

Deposit Begin Date: 12/01/2018 Deposit End Date: 12/31/2018 Funding Type: All Display Pre-Pay Deposits?: No

Include Pay Corrections?: No Include Unallocated Agency Payments?: No [Search Criteria](#)

**Payment Report**

**Actions**

Family	Amount Received	Payment Type	Check Number	Date Received	Batch	
<input type="checkbox"/> Child Family	460.00	Check		12/21/2018	0 /	
<input type="checkbox"/> Glant Family DHS - Jolly Green Glant	900.00	Check	12345	12/24/2018	0 /	
<input type="checkbox"/> Glant Family Charge on Attendance, Prebill on Schedule - Clayton Glant	100.00	Thrd Party Payments - HOD	12345	12/24/2018	0 /	
<input type="checkbox"/> Test Family	150.00	Check		12/24/2018	0 /	

Payment Allocation Report

[Export-CSV](#)

[Export-PDF](#)

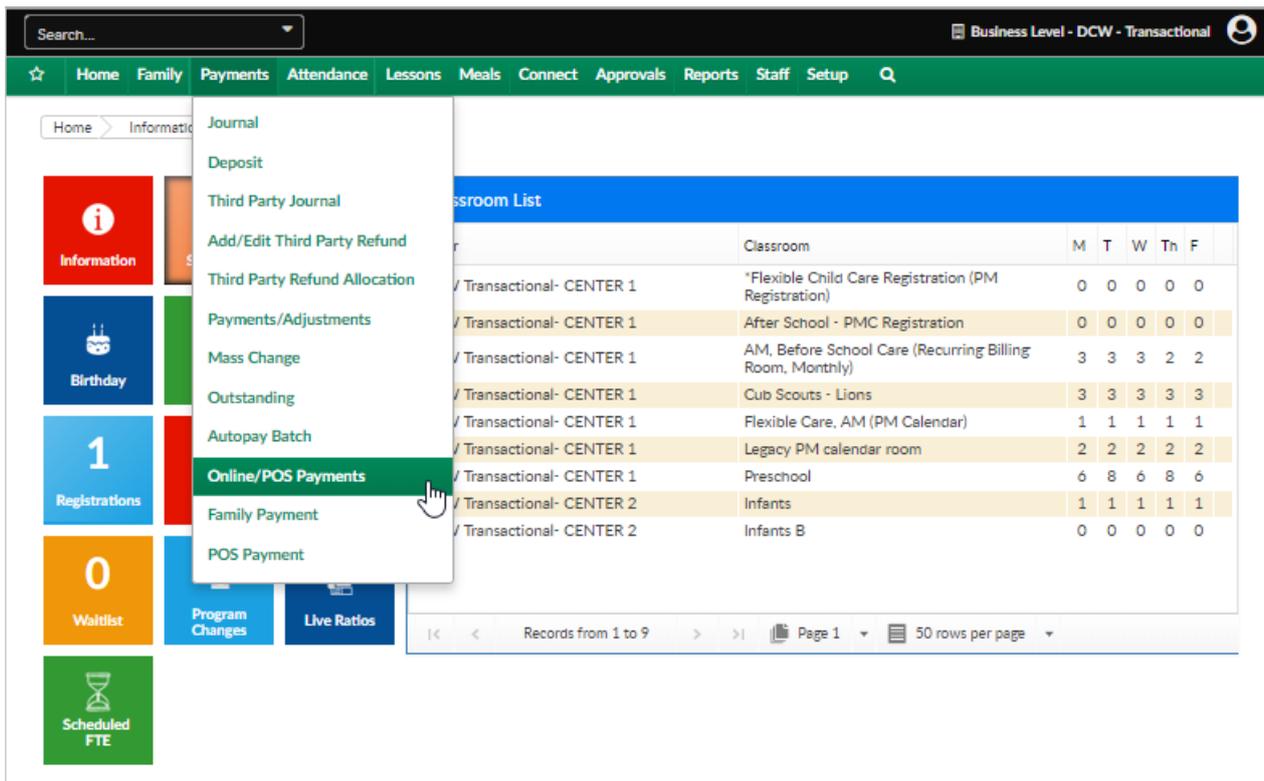
Payment Program History

Allocation Listing Report

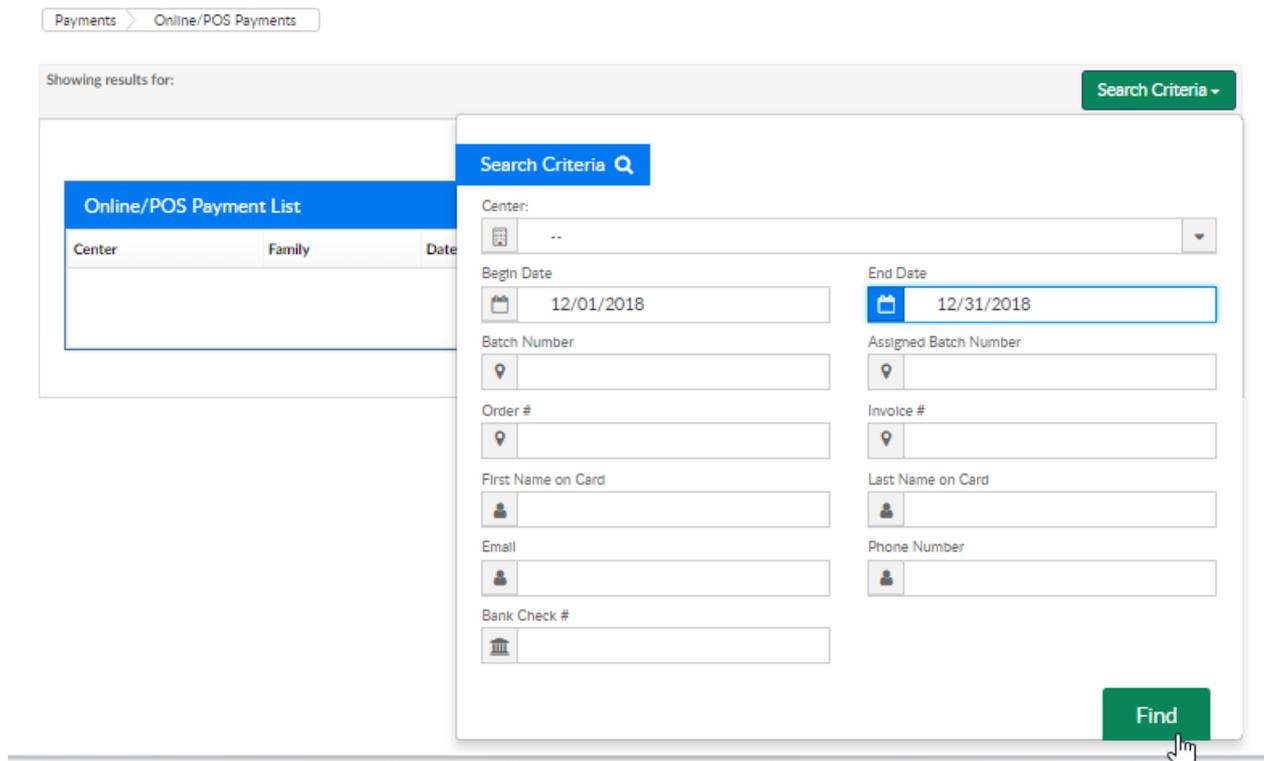
[View Deposit Ticket](#)

[View Payment Receipt](#)

If further detail is required for online type payments, select the [Payments > Online/POS](#) option from the drop down menu



Enter search criteria, then press find-



Press the actions menu and select one of the export options.

Showing results for:

Begin Date: 12/01/2018 End Date: 12/31/2018

Search Criteria ▾

### Online/POS Payment List

Center	Family	Date	Account #	Amount	Transaction
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|< < No Records Found > >| Page 1 50 rows per page ▾

Actions ▾

- Export - Excel
- Export (Version 2) - Excel
- Tempus Balancing Report
- Export to CSV