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-

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

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

If further detail is required for online type payments, select the Payments > Online/POS option from the drop down menu
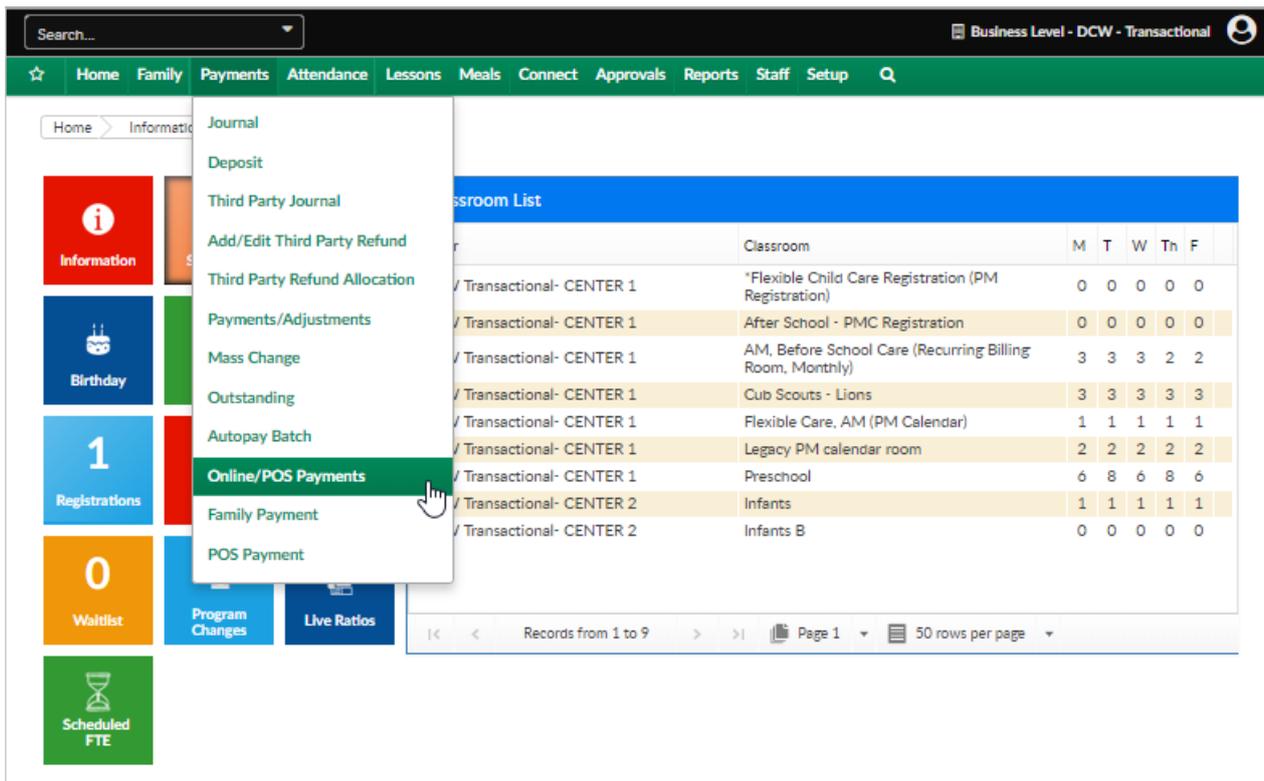
Enter search criteria, then press find-
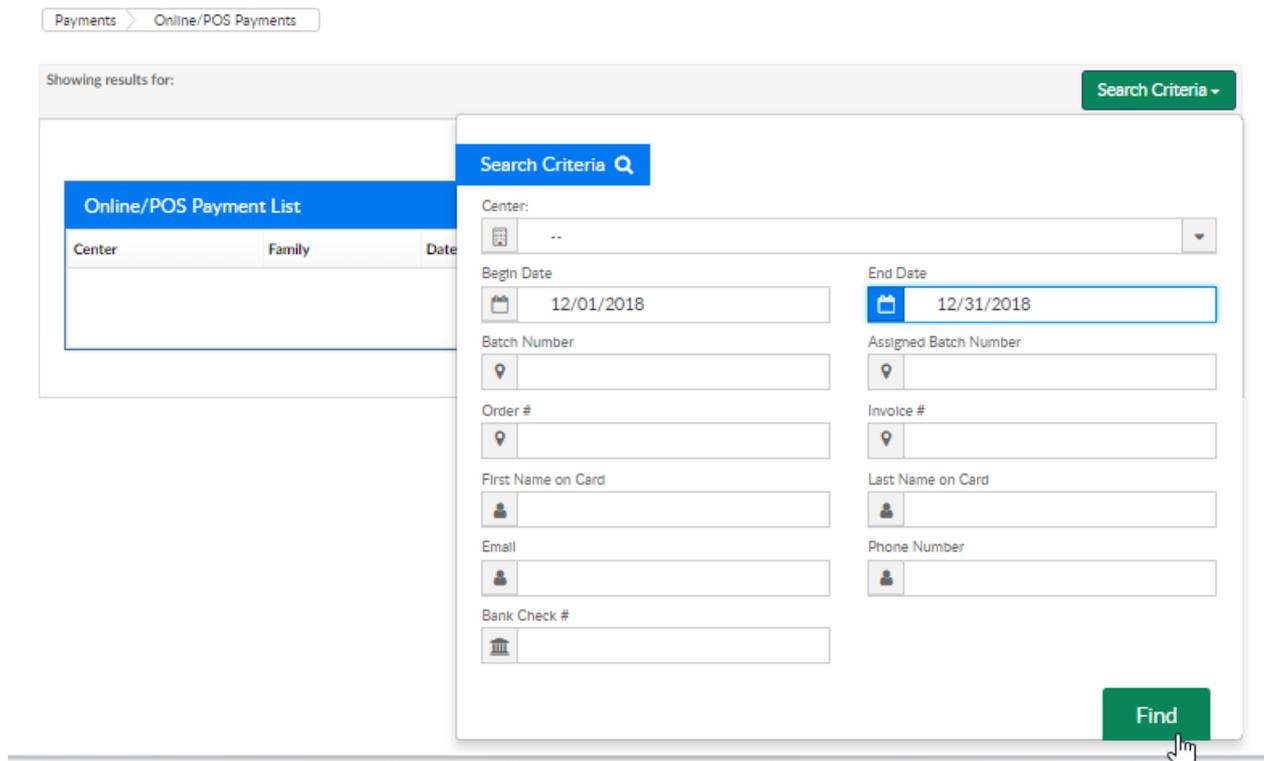
Press the actions menu and select one of the export options.

Payments > Online/POS Payments

Showing results for:
Begin Date: 12/01/2018   End Date: 12/31/2018   Search Criteria ▾

                                                                   Actions ▾

Online/POS Payment List   📗 Export - Excel

Center   Family   Date   Account #   Amount   Transaction   📗 Export (Version 2) - Excel
                                                                                    🖑

                                                                   Tempus Balancing Report

|◁   ◁   No Records Found   ▷   ▷| 📄 Page 1 ▾   ▤ 50 rows per page ▾   Export to CSV