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-

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☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹					
Ē	lome >	Information	Journal														
			Deposit														
	a		Third Part	y Journal		ssroom	List										
			Add/Edit	Third Party Re	fund	r				Classroo	m		м	т	w	Th	F
	Informatio	in is	Third Part	y Refund Alloo	ation	/ Transa	ctional- CE	NTER 1		"Flexible Registra	e Child Ca ition)	are Registration (PM	0	0	0	0	0
	11		Payments	/Adjustments	հո	/ Transa	ctional- CE	NTER 1		After So	nool - PN	IC Registration	0	0	0	0	0
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	biruruay		Outstandi	ing		/ Transa	ctional- CE	NTER 1		Cub Sco	outs - Lion	15	3	3	3	3	3
			Autopay F	Batch		/ Transa	ctional- CE	NTER 1		Flexible	Care, AM	1 (PM Calendar)	1	1	1	1	1
	1		/ acopa) a			/ Transa	ctional- CE	NTER 1		Legacy	PM calen	dar room	2	2	2	2	2
			Online/PC	OS Payments		/ Transa	ctional- CE	NTER 1		Prescho	ol		6	8	6	8	ó
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	0		POS Payn	nent 🔚		J											
	Waitlist		Changes	Live Ratios	14	<	Records f	rom 1 to 9	> >	Ē	Page 1	▼ 🗐 50 rows per page	Ŧ				
		1															

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 In	clude Pay Corrections? : No Include Unallocated Agency Payme	ents? : No Search Criteria -
	Search Criteria	
Payment Report	Center:	
		-
	Deposit Begin Date	Deposit End Date
	12/01/2018	12/31/2018
	Entry Begin Date	Entry End Date
	Funding Type	Payment Type
	• All •	I All
	Display Pre-Pay Deposits?	
	Batch #	Assigned Batch #
	Ŷ	Q
	Check #	Posted By (User ID)
	•	۵
	Family ID	Include Unallocated Agency Payments?
racy Policy	e	🔘 Yes 🔘 No
0:00.006 - Session will expire in approx 90 minutes syright © 2019 - Cirrus Group LLC - All rights reserved	From Letter	To Letter
AEDED03341C3ED5C74D8EA4BED1C2-n1.dew4b	Q	Q 🗸
	Advanced Search	
		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

wing results for.	Description	D-+ 40/01/0010	Constant Test	All Disates Dec	Dev Devented Ma	
eposit Begin Date: 12/01/2018	Deposit End	Date: 12/31/2018	Funding Type	: All Display Pre-	Pay Deposits? : No	Search Criteria
cique Pay corrections: : No	include onaliocat	ed Agency Payment	D: . 190			
						Actions -
Payment Report						Payment Allocation Report
Free Bar	Amount Description	Devenue 1 Trans	Charle Marshare	Data Reaction	Patab	
Family	Amount Received	Payment Type	Check Number	Date Received	Batch	x Export-CSV
Child Family	460.00	Check		12/21/2018	0/	
Giant Family DHS - Jolly Green Glant	900.00	Check	12345	12/24/2018	0 /	Export-PDF
Giant Family Charge on Attendance, Prebili on Schedule - Clayton Giant	100.00	Third Party Payments - HOD	12345	12/24/2018	0 /	Payment Program History
Test Family	150.00	Check		12/24/2018	0/	Allocation Listing Report
- Test Falliny						Allocation Listing Report
						Niew Deposit Ticket
						View Deposit Ticket
						_

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

Search			•								📕 Business I	evel - DO	- w	Trans	sactio	nal 🙆
☆ Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	٩					
Home	Informatio	Journal														
		Deposit														
		Third Part	y Journal		ssroom	List										
		Add/Edit 1	Third Party Re	fund	r				Classroo	m		м	т	w	Th	F
information		Third Part	y Refund Alloc	ation	/ Transa	ctional- CE	NTER 1		"Flexible Registra	e Child Ca tion)	are Registration (PM	0	0	0	0	0
		Payments/	/Adjustments		/ Transa	ctional- CE	NTER 1		After Sc	hool - PN	IC Registration	0	0	0	0	0
5		Mass Char	nge		/ Transa	ctional- CE	NTER 1		AM, Bef Room, N	ore Scho Aonthly)	ol Care (Recurring Billing	3	3	3	2	2
Birthday	′	Outstandi	ng		/ Transa	ctional- CE	NTER 1		Cub Sco	uts - Lior	15	3	3	3	3	3
		Automat	Intols		/ Transa	ctional- CE	NTER 1		Flexible	Care, AN	1 (PM Calendar)	1	1	1	1	1
1		Autopay B	atch		/ Transa	ctional- CE	NTER 1		Legacy R	PM calen	dar room	2	2	2	2	2
_		Online/PC	OS Payments	l.	/ Transa	ctional- CE	NTER 1		Prescho	ol		6	8	6	8	6
Registratio	ons	Family Pay	ment	J	/ Transa	ctional- CE	NTER 2		Infants			1	1	1	1	1
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0		POS Paym	ient 🖘	-												
Waitlist		Program Changes	Live Ratios	K	<	Records fi	rom 1 to 9	> >	ß	Page 1	▼ 🗐 50 rows per page	Ŧ				
Schedule FTE	d															

Enter search criteria, then press find-

			Search Criteria Q	
Online/POS	Payment List		Center:	
enter	Family	Date		
			Begin Date	End Date
			12/01/2018	12/31/2018
			Batch Number	Assigned Batch Number
			Ŷ	Ŷ
			Order #	Invoice #
			•	Ŷ
			First Name on Card	Last Name on Card
			*	۵.
			Email	Phone Number
			*	۵.
			Bank Check #	
			â	

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

Search Online/POS Payment List X <	wing results for:						
Online/POS Payment List Image: Center Family Date Account # Amount Transaction Image: Center Family Date Account # Amount Transaction Tempous Balancing for the text of the text of text	gin Date: 12/01/	2018 End Date: 12/31/201	.8				Search Criter
Online/POS Payment List Image: Conternation Image: Conterna							Actions
Center Family Date Account # Amount Transaction	Online/POS	Payment List					Export - Excel
Tempus Balancing f	011110/1 00						
	Center	Family	Date	Account #	Amount	Transaction	Export (Version 2) - Excel