

# Payment Summary

This report will show a breakdown of company-wide payments within a given period. This will include a summary of:

- Total payments by transactions type
- Total value of cancellations/returns
- Summary of payments per user
- VAT breakdown of payments made
- Summary of payments made, by payment type

'Payment Date' for pending payment (e.g. finance orders) will be taken as the date that the payment was completed

## Payments Summary

Source: All Device: All Store: ALL Store user: ALL Specify dates from: 19/10/2024 to: 18/11/2024 Update Reset

Download report as CSV  
**Important:** This report uses the "payment date" and not the original order date, as these may be different.

Transactions		User Sales			VAT Breakdown		
38 Phone orders	£10580.03	iconography	57 orders	£11503.79	Gross	£11504.92	
2 Quote orders	£858.97	other	1 order	£1.13	Net	£9670.30	
14 Store orders	£50.42				Tax	£1834.62	
4 Website orders	£15.50						
Cancellations/Returns							
1 Cancelled order	£-6.75						
1 Partially returned order	£-10.00						
4 Returned orders	£-1749.79						

Payment Type	Amount Received	Amount Refunded	Total Amount
card	£10279.70	£-207.03	£10072.67
stripe	£803.00	£0.00	£803.00
cash	£608.00	£0.00	£608.00

## Filters

This report may be filtered by:

- Date Range
- Source
- Device
- Store
- Store User

## Key to icons

↓ = download report

## FAQs

FAQs for Payment Reports may be viewed [here](#).

---

Revision #3

Created 18 November 2024 12:50:25 by Mike

Updated 6 February 2025 11:25:14 by Mike