

Transactions

This report will show a breakdown of company-wide payments within a given period. This will include the detail of all payments logged within the specified date ranges.

Each payment (or refund) will be listed individually.

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

Transaction Report

Reference: Source: All Device: All Store: ALL Store user: ALL Payment method: 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 "payment values" - not the original order date, as these may be different.

Received: £14,113.49
Refunded: £-2,607.57
Balance: £11,505.92

Order	Date	Method	Amount	Reference	Auth	Card Type	Last Digits	User
Z5455	18/11/2024 12:56	card	£1.00		iconography			iconography
Z5454	18/11/2024 12:22	other	£15.00	credit	iconography			iconography
Z5453	18/11/2024 12:22	other	£-15.00	refund	iconography			iconography
Z5453	18/11/2024 12:16	other	£0.00	credit	iconography			iconography
Z5452	18/11/2024 12:16	other	£0.00	refund	iconography			iconography
Z5452	18/11/2024 09:07	other	£15.00	credit	iconography			iconography

Filters

This report may be filtered by:

- Payment Reference
- Source
- Device
- Store
- Store User
- Payment Method
- Date Range

Key to icons

↓ = download report

FAQs

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

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