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](#).

Revision #4
Created 18 November 2024 12:50:26 by Mike
Updated 6 February 2025 11:25:32 by Mike