

Client Receipts Report

OVERVIEW

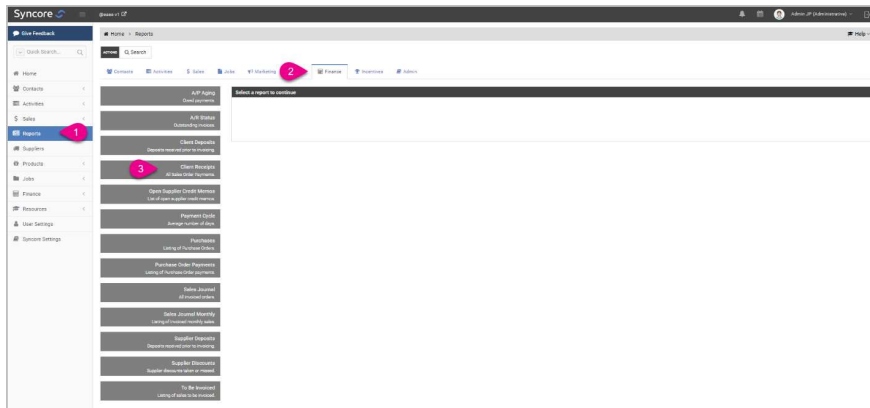
The Client Receipts Report displays all Sales Order payments to use for financial reporting.

Users

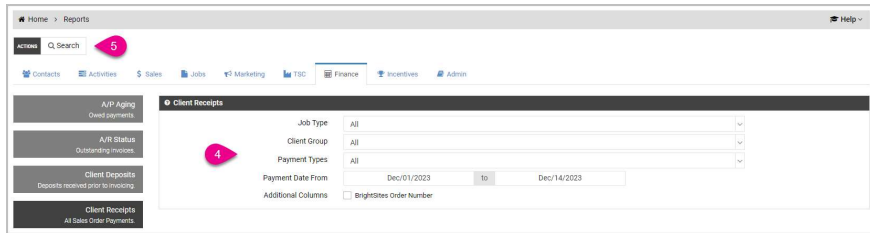
Finance and Admin Users.

To run a Client Receipts Report:

1. Select **Reports** from the left side.
The Reports page opens (default is Contacts tab).



2. Select **Finance** from the top row.
The Finance Reports are shown in the left column.
3. Select **Client Receipts**.
The Client Receipts Report page opens.
Subtitle: All Sales Order Payments.




4. Complete the following fields to filter the Report:

- **Job Type**
- **Client Group**
- **Payment Types**
 - **Credit Card Types:** This field opens if Credit Card is selected for Payment Types.
 - **Adjustment Types:** This field opens if Adjustment is selected for Payment Types.
- **Payment Date From and to.**
- **Additional Columns:** OPTIONAL: BrightSites Order Number.

5. Select **Search** in the ACTIONS bar.

The Client Receipts Report opens.

Payment Date	Invoice #	Invoice Date	Company	Description	Payment Type	Credit Card 1	Adjustment 1	Batch #	Amount
Dec/01/2023	160190-1	Dec/01/2023	Beats Dev TSC Pays	Check					\$1.00
Dec/01/2023	160194-1		Beats Dev TSC Pays	Last 4 Digits: 1111, TransactionId: 11e4903141f55e4d0728da	Payo Credit Card				\$154.00
Dec/01/2023	160193-1	Dec/01/2023	Beats Dev TSC Pays	Last 4 Digits: 1111, TransactionId: 11e490315109e270c0c42a4f	Payo Credit Card				\$153.00
Dec/01/2023	160195-1	Dec/01/2023	Beats Dev TSC Pays	Last 4 Digits: 1111, TransactionId: 11e49031c2bbe22f6e4150	Payo Credit Card				\$21.00
Dec/01/2023	160198-1	Dec/01/2023	Beats Dev TSC Pays	Last 4 Digits: 1111, TransactionId: 11e490318073a5a9e2a0f01	Payo Credit Card				\$1.00
Dec/01/2023	160197-1	Dec/01/2023	Beats Dev TSC Pays	Last 4 Digits: 1111, TransactionId: 11e4903170bae026160a47	Payo Credit Card				\$20.00
Dec/01/2023	160203-1		Beats Dev TSC Pays	Last 4 Digits: 1111, TransactionId: 11e49032f99c1d9f2efc0ee	Payo Credit Card				\$154.00
Dec/01/2023	160209-1	Dec/01/2023	Beats Dev TSC Pays	Check					\$1.00
Dec/01/2023	160207-1	Dec/01/2023	Beats Dev TSC Pays	Last 4 Digits: 1234, TransactionId: 11e49032619322d20729b4c	Payo ACH				\$20.00
Dec/01/2023	160208-1	Dec/01/2023	Beats Dev TSC Pays	Check					\$1.00

6. Select  (filter icon) on any column to filter the results.
7. Choose the filter criteria from the dropdown menus.
8. Select:



- **Clear** to undo your selections
- **Filter** to filter the data in the column.

Client Receipts Report

The Client Receipts Report displays the following information in columns from left to right:

- Payment Date
- Invoice #
- Invoice Date
- BrightSites Order # (only if this option is selected on search)
- Company
- Description
- Payment Type
- Credit Card Type
- Adjustment Type
- Batch ID: Batch ID is displayed for the payment batch if the payment for this invoice was made through Receive Payments.
- Amount.

Total amounts are displayed at the bottom of the following columns from left to right:

- Payments
- Amount.

NOTES:

- Total amounts are the total of all the results (not only for those displayed on the page).
- When exporting the report, the total amounts for the columns above are displayed in the exported report as well.

To sort columns:

- Select the column title to sort the column alphabetically:
Column is sorted A-Z or lowest to highest number.
- Select again to sort in reverse order.
- Select once again to return to original order.

To group columns to adjust how the Client Receipts Report data is grouped:



1. Drag and drop the column header(s) into the field above the Report.
The data in the Client Receipts Report will be reformatted to reflect your selection(s).
2. Select the **X** beside the column header to undo.

To export a Client Receipts Report:

1. Select **Excel** in the ACTIONS bar to export the Client Receipts Report.
The Report will be downloaded to your computer.