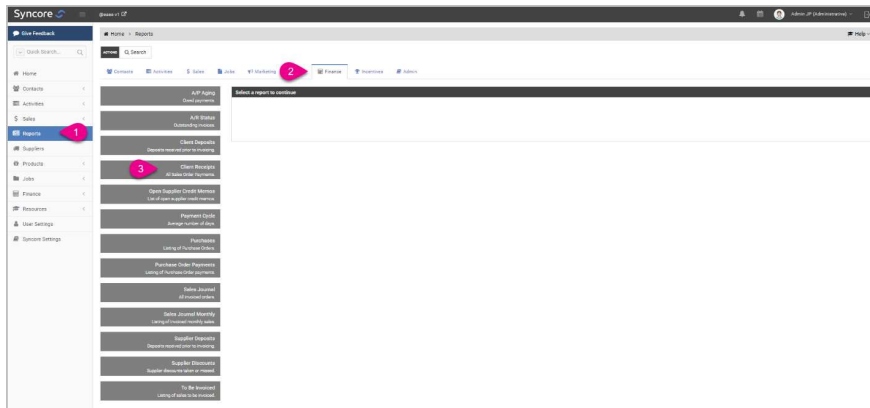# Client Receipts Report

OVERVIEW

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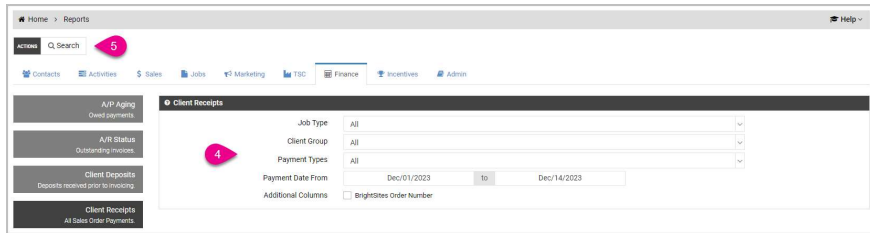
Users

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.

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:

i. Total amounts are the total of all the results (not only for those displayed on the page).

ii. When exporting the report, the total amounts for the columns above are displayed in the exported report as well.

To sort columns:

1. Select the column title to sort the column alphabetically:

   Column is sorted A-Z or lowest to highest number.

2. Select again to sort in reverse order.

3. 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.