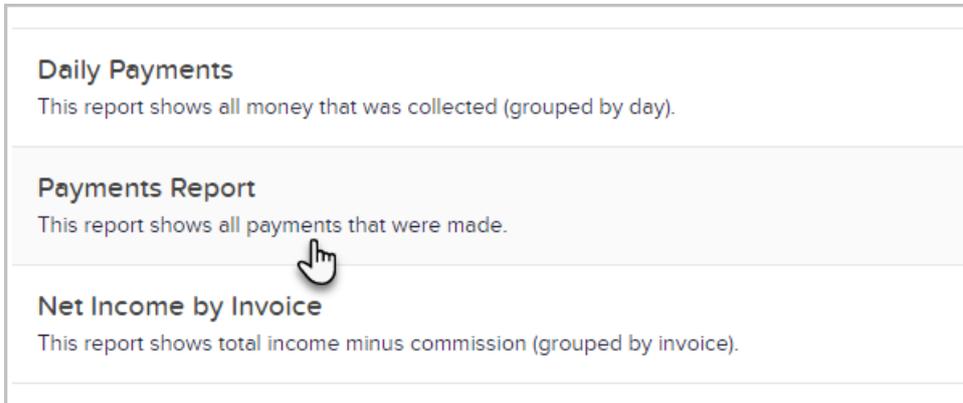


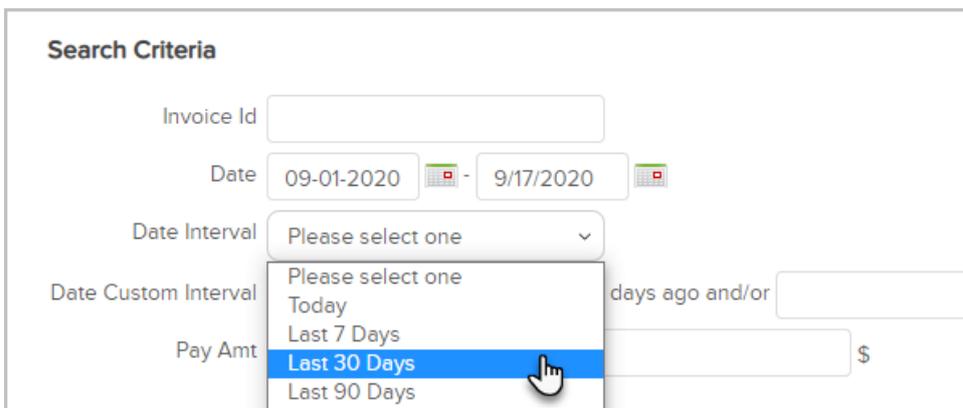
Payments Report

The Payments Report enables you to find specific transactions based on criteria you choose or can be used to view a list of all your transactions for a given period.

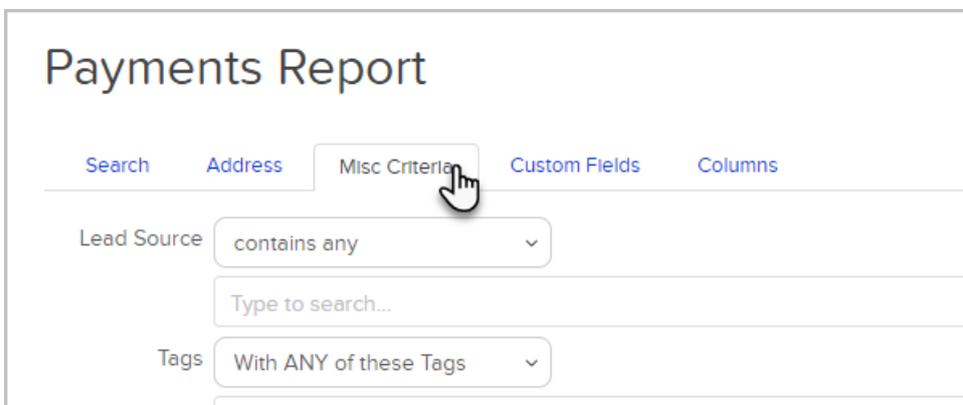
1. Go to **E-Commerce > Reports** in the main navigation menu
2. Click on **Payments Report**



3. Enter basic search criteria such as the dates to filter your report by or a date interval to create a saved report for a rolling time period



4. Additional criteria can be entered in the **Misc Criteria** or **Custom Fields** tabs



5. Adjust what information will be provided in your report in the **Columns** tab

Search Address Misc Criteria Custom Fields Columns

Customize Columns on Search Results

Custom Columns:

- Referral partner
- Business state
- Sale
- Name

Available Fields:

- Id
- Payment id
- Contact id
- Description
- Contact
- First name
- Last name

6. Click Search

Invoice Id

Date -

Date Interval

Date Custom Interval days ago and/or

Pay Amt \$

Note! For questions about how to use this feature, please [contact our Support Team](#). To provide feedback on the accuracy of this article, use the form below.