

Payments Received Report

Last Modified on 04/26/2022 11:29 am EDT

Overview of all payments received. Review the number of individuals and overall amounts.

Note: Payments received outside GiveSmart are not reflected in the report.

Watch a video

Locate

1. From the **Admin Navigation**, select **Reports > Payments**.
-

Payment methods

Secure payments through Cash, Check, Credit, or other unique payment methods. Visit [Checkout a User](#) to record a user's payment on their account.

Cash

The number of cash payments and total cash payments.

Check

The number and total of check payments.

Credit

The number and total credit card payments.

Other

Unique payment arrangements, such as payroll deductions or stock options.

REPORTS

Revenue

Auction Items
Donations
Instant Items
Raffles
Live Items
Tickets
Transaction Fees
Vote Items

Outstanding Balances

Pending
Unpaid

Payments Received

Cash
Check
Credit
Other

Top Items

By Bids
By Bidders
By % of FMV
By Price

Top Donors

By Bids
By Revenue

Registered Users

Admins



PAYMENTS RECEIVED

An Overview of How Much You've Collected So Far

Pre-Event Event Post-Event All

to 3/06/2019 11:38 am

Summary

Payments: \$3,775.00



Type	Quantity	Amount
Cash	14	\$3,775.00
Check	0	\$0.00
Credit	2	\$0.00
Other	0	\$0.00
Total:	16	\$3,775.00

Details

Please Note: "Time" indicates when a credit card was charged, based on your timezone. Credit card transactions are batched at the end of each business day. Transfer of funds will take place within 5 business days of the batch transaction date.

Show All entries Search: Copy CSV Excel PDF Print

Time	Type	More Info	Card Name	Amount	First Name	Last Name	Bid #	Phone Number	Notes	Batch
Feb 20, 2019 2:02:22 PM	Cash	Cash		\$100.00	Jarrie	Baumgartner	0			
Aug 23, 2018 5:22:10 PM	Cash	Cash		\$75.00	Jarrie	Baumgartner	0	+17089215090		
Oct 09, 2018 12:14:10 PM	Cash	Cash		\$150.00	Jarrie	Baumgartner	0	+17089215090		
Oct 30, 2018 3:11:10 PM	Cash	Cash		\$5.00	Jarrie	Baumgartner	0	+17089215090		

Summary section

Pie chart

Payments received by type.

Summary spreadsheet

Four payment types, the quantity, and total for each.

Details report

Search, sort, or export individual transaction details.

Time

Time the credit card was charged, based on the timezone. Credit card transactions are batched at the end of each business day. Funds are transferred in five business days of the batch transaction date.

Type

Payment type of either cash, check, credit, or other.

More Info

- The check number appears for Check payments.
- Credit card payments show card type and last 4-digits.
- Cash and other payments show other or cash.

Card Name

Card holder's name as it appears on the credit card.

Amount

The amount of payment received.

First and Last Name

First and last name as it appears on the user's account.

Bid

Assigned bidder number, if applicable.

Custom Field(s)

Custom user fields included, if applicable.

Phone Number

The phone number as it appears on the user's account.

Notes

- Cash, check, and other payments.
 - Notes entered at the time of checkout.
- Credit Card payments
 - Approval
 - The card entered at the time of payment.
 - Card on File
 - A pre-swiped card or prior purchase.

Note: Donate Now donations include a homepage donation note.

Batch

Click the batch number for a batch summary report.
