Payments Received Report

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

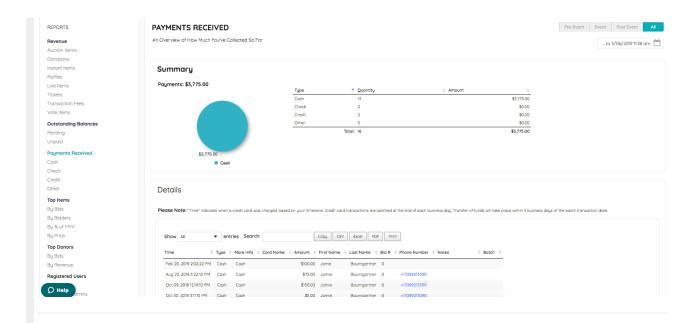The number of cash payments and total cash payments.

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.

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.