Payment Center Payment Summary Report

Last Modified on 03/09/2022 4:18 pm EST

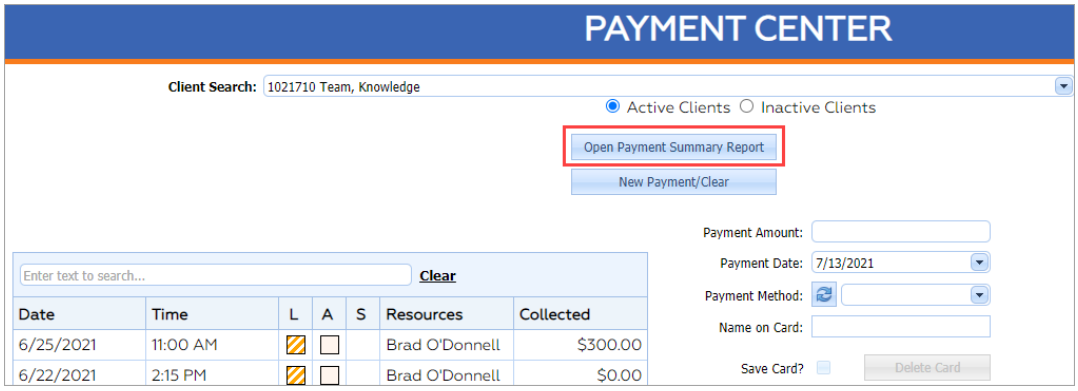
Path: Main Menu > Admissions Menu > Payment Center

About

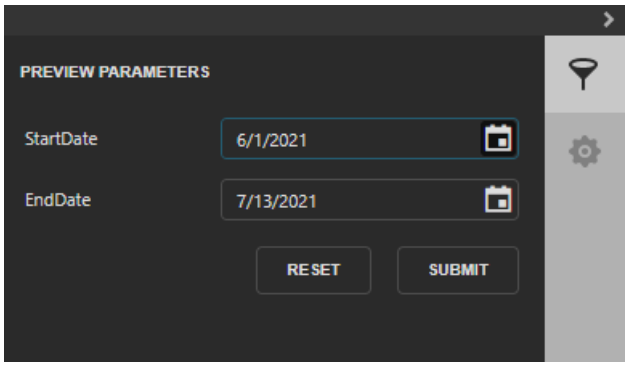
Within the Payment Center, you can access and print a receipt of payments made in the Payment Center for a particular client.

Payment Summary Report

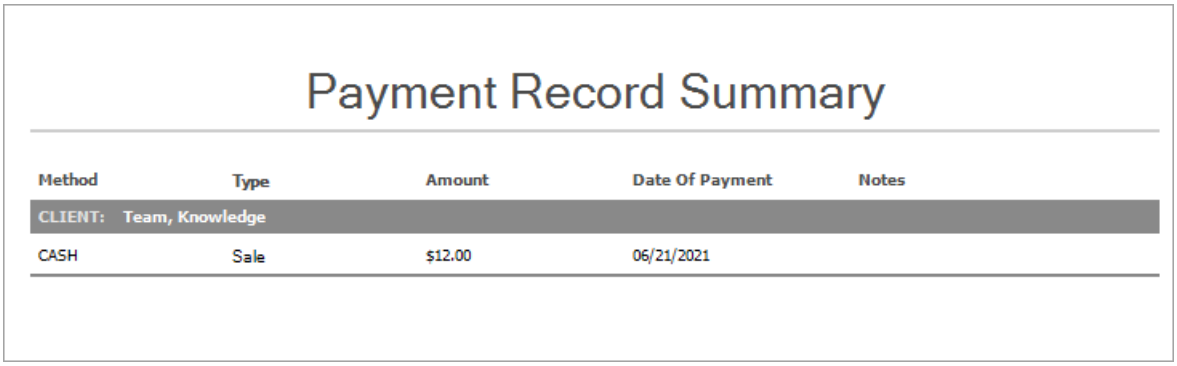
1. Navigate to the Payment Center by following the path above.
2. Search for and select the client.
3. Click on the **Open Payment Summary Report** button. A new tab opens.



4. In the PREVIEW PARAMETERS section, enter a **Start Date** and an **End Date** and then click the **Submit** button.



5. The Payment Record Summary is displayed.



6. To print the document, click the **Print** button or **Print Page** button .

> **Note**: You can also export as a PDF, XLS, XLSX, RTF, DOCX, MHT, HTML, Text, CSV or Image by clicking on the Export button .