

Payment Center Payment Summary Report

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

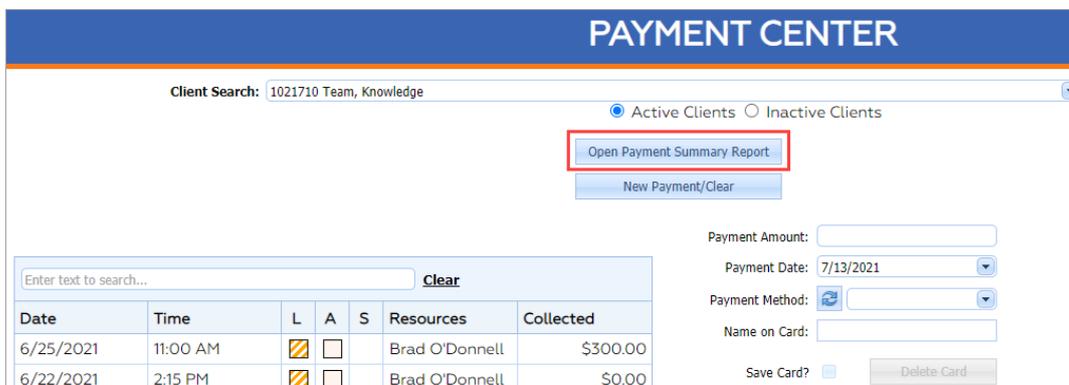
Path: Main Menu > Admissions Menu > Payment Center

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.



PAYMENT CENTER

Client Search: 1021710 Team, Knowledge

Active Clients Inactive Clients

Open Payment Summary Report

New Payment/Clear

Payment Amount:

Payment Date: 7/13/2021

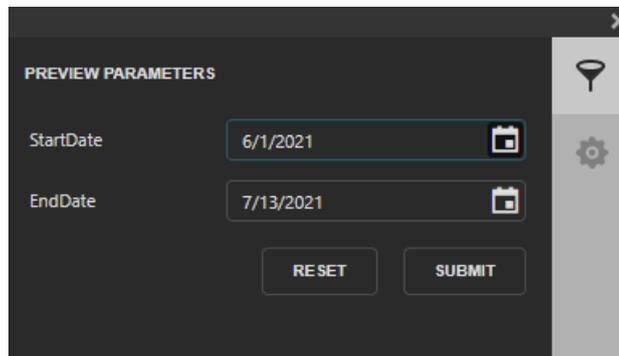
Payment Method:

Name on Card:

Save Card?

Date	Time	L	A	S	Resources	Collected
6/25/2021	11:00 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Brad O'Donnell	\$300.00
6/22/2021	2:15 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Brad O'Donnell	\$0.00

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



PREVIEW PARAMETERS

StartDate: 6/1/2021

EndDate: 7/13/2021

5. The Payment Record Summary is displayed.



Payment Record Summary

Method	Type	Amount	Date Of Payment	Notes
CLIENT: Team, Knowledge				
CASH	Sale	\$12.00	06/21/2021	

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 .