Print the ePay Settlements Report

The ePay Settlements report lists payments made through ePay. It includes the payment status, invoice number, billed to, payment date, invoice amount, and payment amount.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Accounting Reports**.
3. Click the **Select a Report** drop-down menu and select **EPay Settlements**.
4. Set the following filters, as needed:
   - **Payer:** Select a specific Payer for whom to run the report. To run this report for all Payers, select **All**.
   - **Date Range:** Select the date range for which to run the report. The From and To boxes update as you change your selection. You can choose from the following:
     - Custom
     - Week From Today
     - Current Week
     - Current Month
     - Current Year
     - Current Quarter
     - Current Fiscal Year
     - Previous Month
     - Previous Year
     - Previous Quarter
     - Previous Fiscal Year
5. Click **Run**. The data for the report displays.