

Print the ePay Settlements Report

Last Modified on 02/09/2023 8:00 am
CST

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 **Report** drop-down menu and select **ePay Settlements**.
4. Click the **Payers** drop-down menu and select the payer for whom to print this report. You can also select **All Payers**.
5. Click the **Date Range** drop-down menu and select a date range for which to run this report. You can also select **Custom** to set a custom date range in the **From** and **To** boxes.
6. Click **Run**.

Payment Date	Payment Number	Amount					
Pending	Pending	\$150.00					
Payments Made							
	Invoice Number	Billed To	Billing Period	Customer Payment	Confirmation Number	Invoice Amount	Payment
	10058	Carrot, Fresh	09/02/20 - 09/30/20	09/30/2020		\$120.00	\$50.00
	10080	mother qa, julia	09/03/20 - 09/18/20	09/30/2020		\$100.00	\$100.00
Payments Made							
09/30/2020	15	\$115.00					
Payments Made							
	Invoice Number	Billed To	Billing Period	Customer Payment	Confirmation Number	Invoice Amount	Payment
	10047	Carrot, Fresh	09/29/20 - 09/30/20	09/29/2020	po_1HWtvcHUWpvz91Wuk71G9Rzp	\$15.00	\$15.00
	10007	mother qa, julia	09/23/20 - 09/30/20	09/29/2020	po_1HWtvcHUWpvz91Wuk71G9Rzp	\$100.00	\$100.00
Payments Made							
09/29/2020	4	\$45.00					