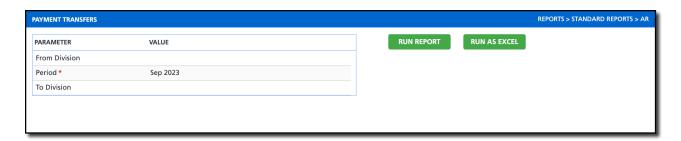
Payment Transfers

Last Modified on 09/18/2023 9:51 am EDT

Pathway: Reports > Standard Reports > AR > Payment Transfer

The Payment Transfer Report is used to review and audit payments that have been transferred between divisions within an identified time period.



Required Permission

The following permissions are required to run the Payment Transfers Report:

Required ID	Required Name
154	Standard AR / Report
155	Standard Account / Report

Report Parameters and Value Descriptions

Parameter	Value
From Division	Filters the report to only return results for accounts in the selected Division that payments were transferred from.
Period	Filters to a specific month and year.
To Division	Filters the report to only return results for accounts in the selected Division that payments were transferred to.

Run The Report

- 1. Select the **Period** the report applies to.
- 2. Optional filters to apply:
 - From Division
 - To Division
- 3. Select 'Run Report' or 'Run as Excel.'
 - Run Report: results of the generated report will display in a new window tab.
 - Run as Excel: results will be exported to Excel for the user to open and view.

Understand The Report

Payment Transfers							Page	1 of	
Period: Oct 2	022								
Date	From Division	From Account	To Division	To Account	Amount	Note			
10/25/2022	HOUSTON	48243 Conservice	HOUSTON	43893 Conservice	2,615.96				
10/17/2022	DAYTON	29054 PITTMAN MACHINE WORKS	DAYTON	19804 LINDA & JAMES FISHER	38.22				
10/31/2022	DAYTON	31093 DOLLAR GENERAL 09269	DAYTON	31091 DOLLAR GENERAL 08284	56.30				
10/13/2022	DAYTON	20703 BETHEA BRANDI & SCOTT	DAYTON	26976 WEBSTER & BARBARA BEAVERS	90.61				
10/17/2022	DAYTON	19132 FRANK FOSTER	DAYTON	48388 JAMES CAIN	88.96				
				Payment Total	\$ 2.890.05				

Column	Description
Date	Displays the date of the transferred payment.
From Division	Lists the division of the account a payment was transferred from.
From Account	Lists the account the payment was transferred from.
To Division	Lists the division of the account the payment was transferred to.
To Account	Lists the account the payment was transferred to.
Amount	Displays the payment amount that was transferred.
Note	Displays any notes a user added when they initiated the payment transfer.
Payment Total	The total amount of all payment transfers included in the report for the time period.