

# 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.

PARAMETER	VALUE
From Division	
Period *	Sep 2023
To Division	

## 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

Period: Oct 2022

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	
<b>Payment Total</b>					<b>\$ 2,890.05</b>	

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