Payment Report

The Payment Report displays a summary of payments collected at selected stores within the user-defined date range.

Data is grouped using the following fields:

- **Business Date**
- **Day of the Week**
- **Store**
- **Quarter**
- **Year**
- **Month**

Data is broken down into the following categories:

- **Cash** - denotes credit or non-credit transactions. 1=Currency (i.e. cash), 0=Non cash (i.e. credit).
- **Payment Method** – The method of payment used for a given transaction.
- **Pay Count** – Number of payments, including voided payments.
- **Voided Pay Count** – Number of voided payments.
- **Debit** – Sum of all positive payments.
- **Credit** – Sum of all negative payments.
- **Tendered** - Payment amount collected, excluding tips.
- **Tip** – Sum of tips collected from cashless transactions.
- **Tip Surcharge** – Value of any surcharge applied to tips.
- **Charge Tip** – Amount of non-cash tips paid out after surcharge is applied.
- **Total Tender** – Sum of all payments including tips (Tendered + Charge Tip).