## ClubRunner

Help Articles > MyEventRunner > Reports > Payments Report

## Payments Report

Omar S. - 2021-04-07 - Reports

## **Registrations - View Payments**

Registrations View Registrations View Attendees View Payments Prepare Name Tags

## **Event Payments Report**

Search Search by First / Last Reg # Search	name or				
Filter Results					
Payment					
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Filter					
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Davement Date T	Degistrant Name	Dourmont Turne	Deg #	Reference No.	Export To Excel Amount
Payment Date <b>V</b>	Registrant Name	Payment Type	Reg #	Reference No.	Amount
Apr 07 2021	Delamar, Guy	Cash Payment	621508	① 1123	25.00

Total Payment(s): 3

Total Amount: 25.00

**View Payments:** This report allows the Event Organizer to filter by attendee's payment methods. i.e. Only see attendees that have paid by cash.

**Search:** Allows the Event organizer to search the list of registered individuals by First name, Last name or Registration number. The result will take you to the attendees registration.

Search	
Search by First / Last name or	
Reg #	
Search	

**Filter Results:** This function filters attendees by Payment Type. Filter Options are: All, Online, Check, Cash, and Refund. Simply click the Filter button to populate table.

**Export to Excel:** This option will load all Registrant data within the page to an Excel Spreadsheet.