

Payments Report

Omar Solomah - 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 name or
Reg #

Search

Filter Results

Payment All Online Check Cash

Type Refund

Filter

[Export To Excel](#)

Payment Date ▼	Registrant Name	Payment Type	Reg #	Reference No.	Amount
Apr 07 2021	Delamar, Guy	Cash Payment	621508	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.