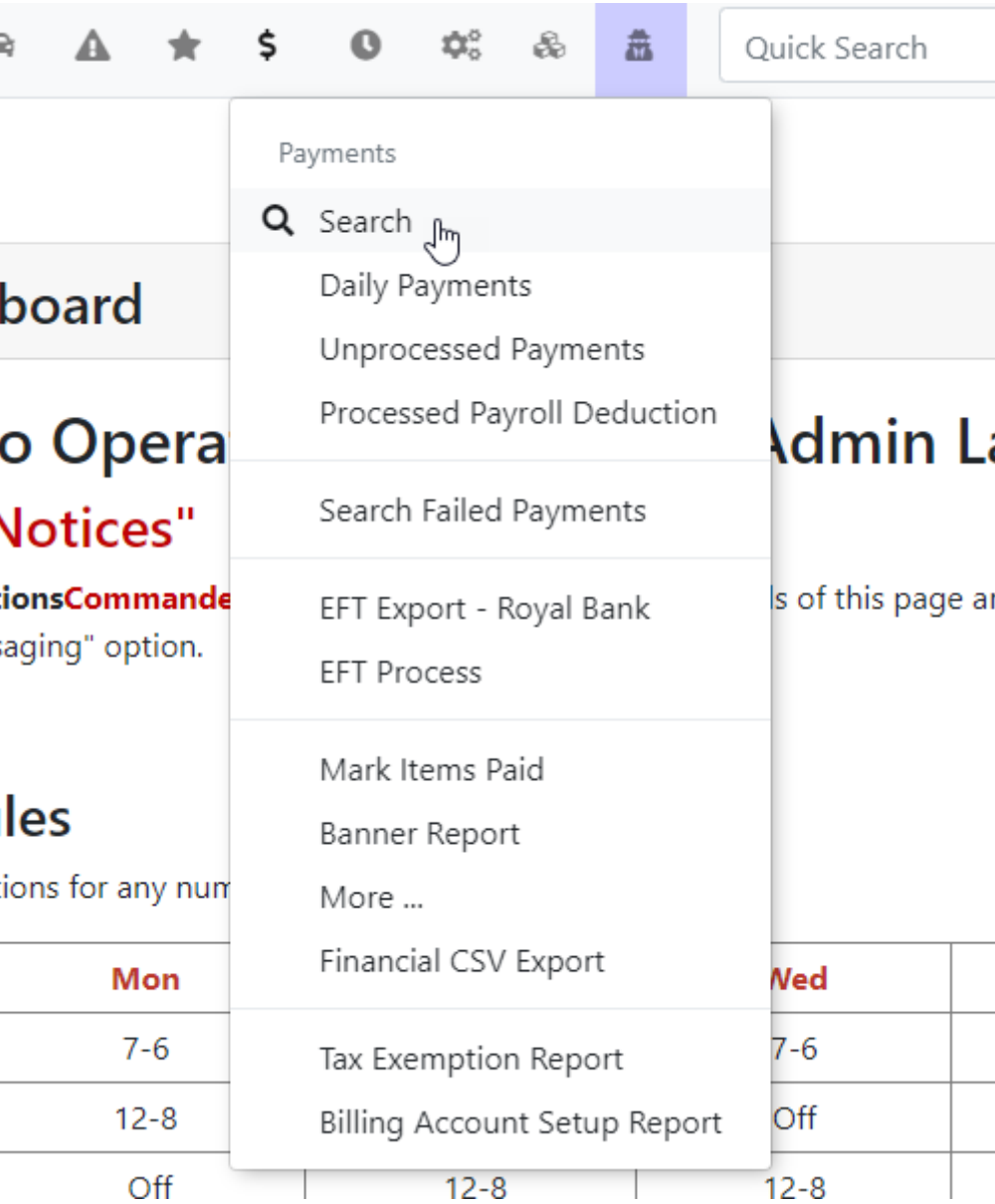# Search Payments

Accessing the Report

From the Payments menu click on **Search**.

The page will refresh with the **Payments Reporting** search form that gives you the ability to search by **Confirm Code, Transaction ID, Order ID**, as well as a number of present search items below.

Payments Reporting

Confirm Code		Retrieve
Transaction ID		Retrieve
Order ID		Retrieve

- List Cheque Refunds
- List unprocessed Cash, Cheque and Money Order payments
- List unprocessed Credit Card payments
- List unprocessed Payroll Deduction payments
- List unprocessed Internal payments
- List ALL unprocessed payments
- List ALL unprocessed adjustments
- List ALL Processed Payroll Deductions
- List All Processed Violations (by date range)
- List Daily Processed/Submitted Payments (by date range)

Here is an example of searching based on the **confirm code 7d444zbcdffe54b50bde**

Payments Reporting

Confirm Code	7d444zbcdffe54b50bde	Retrieve
Transaction ID		Retrieve
Order ID		Retrieve

- List Cheque Refunds
- List unprocessed Cash, Cheque and Money Order payments
- List unprocessed Credit Card payments
- List unprocessed Payroll Deduction payments
- List unprocessed Internal payments
- List ALL unprocessed payments
- List ALL unprocessed adjustments
- List ALL Processed Payroll Deductions
- List All Processed Violations (by date range)
- List Daily Processed/Submitted Payments (by date range)

Provided the confirm code exists in the system the screen will refresh with the **Transaction Details** for that purchase.

Pre-Configured Searches

The search tool also has a number of additional pre configured searches that will help you find information quickly.
Some of the reports will have the ambility to set a date range where others do not require a specified range.

List Cheque Refunds

Cheque Requisition Reporting

Start Date	
Up To and Including	
Requisition No	

Search

List unprocessed Cash, Cheque and Money Order payments

Payments to be Processed
[cash/cheque/money order]

Confirm #	Submit Date	Payment For	Amount	Pay Method
23153c7141690	Jun. 2, 2020 *paul, Paul (paul)*	Permit: 151	0.00	Cash
5c40f32056efe83	Jan. 17, 2019 *Doe, John (johndoe)*	Permit: 500	241.25	Cash
	Jan. 17, 2019 *Doe, John (johndoe)*	Permit: 2500	241.25	Cash
	Jan. 17, 2019 *Doe, John (johndoe)*	Violation: 16-10321	241.25	Cash

Email Listed Users **Generate Excel Report**

Mark $0 as Paid

List unprocessed Credit Card payments

Payments to be Processed [credit card]

Report From Date	
End Date	
Payment Type	Card

Search

Mark $0 as Paid **Email Listed**

Copy **CSV** **Excel** **PDF** **Print**

Show 100 entries   Search:

Confirm # ⇅	Submit Date ⇅	Payment For ⇅	Amount ⇅	Pay Method ⇅
21a84zbd195ec445bbf0	2021-05-31 11:42:34.407 *Adams, Teddy* Teddy	Permit: 1600	$384.20	Credit Card
21a84zbd195ec445bbf0	2021-05-31 11:42:34.407 *Adams, Teddy* Teddy	Permit: OM1005	$384.20	Credit Card
21a84zbd195ec445bbf0	2021-05-31 11:42:34.407 *Adams, Teddy* Teddy	Locker: MLR1001	$384.20	Credit Card

Showing 1 to 3 of 3 entries

Previous **1** Next

List unprocessed Payroll Deduction payments

Payments to be Processed
[payroll deduction]

Confirm #	Submit Date	Payment For	Amount	Pay Method
5d54521c28fa272	Aug. 14, 2019 *Jones, Angela (Ajones)*	Permit: ADA01	33.90	Payroll Deduction

Email Listed Users **Generate Excel Report**

Mark $0 as Paid

List unprocessed Internal payments

Payments to be Processed [internal payment]

Report From Date	May 26, 2021
End Date	May 31, 2021
Payment Type	Internal

Search

Mark $0 as Paid **Email Listed**

Copy **CSV** **Excel** **PDF** **Print**

Show 100 entries

Search:

Confirm #	Submit Date	Payment For	Amount	Pay Method
3bc31zfd352444beeaa5	2021-05-31 11:23:06.847 Ashbury, Michael *mashbury*	Locker: MLR1003	$113.00	Internal Payment
763ccz886fd3142f49b5	2021-05-31 11:22:19.457 Adams, Teddy *Teddy*	Permit: 1602	$145.60	Internal Payment
763ccz886fd3142f49b5	2021-05-31 11:22:19.457 Adams, Teddy *Teddy*	Deposit: Access card	$145.60	Internal Payment
d0547z1d60c6d43b5817	2021-05-31 11:24:10.890 Birch, Patricia *pbirch*	Permit: 1603	$145.60	Internal Payment
d0547z1d60c6d43b5817	2021-05-31 11:24:10.890 Birch, Patricia *pbirch*	Deposit: Access card	$145.60	Internal Payment

Showing 1 to 5 of 5 entries

Previous **1** **Next**

List ALL unprocessed payments

Payments to be Processed

Confirm #	Submit Date	Payment For	Amount	Pay Method
23153c7141690	Jun. 2, 2020 paul, Paul (*paul*)	Permit: 151	0.00	Cash
5d54521c28fa272	Aug. 14, 2019 Jones, Angela (*Ajones*)	Permit: ADA01	33.90	Payroll Deduction
5c40f32056efe83	Jan. 17, 2019 Doe, John (*johndoe*)	Permit: 500	241.25	Cash
	Jan. 17, 2019 Doe, John (*johndoe*)	Permit: 2500	241.25	Cash
	Jan. 17, 2019 Doe, John (*johndoe*)	Violation: 16-10321	241.25	Cash

Email Listed Users **Generate Excel Report**

Mark $0 as Paid

List ALL unprocessed adjustments

	User Name	Submit Date	Comment	Amount
View Details	Dufresne, Andy _AndyD_	May 31, 2021	Fee adjusted to cover sticker reprint	$15.00
View Details	Ashbury, Michael _mashbury_	May 31, 2021	Adjusted for Proration	-$200.00
View Details	Jamieson, Steph _sjamieson_	May 31, 2021	Adjusting parking fee for VIP	-$10.00

Copy CSV Excel PDF Print

Show 100 entries Search:

Showing 1 to 3 of 3 entries   Previous 1 Next

List ALL Processed Payroll Deductions

Payroll Deduction Report   Generate Excel Report

Staff Name	Staff ID	User Type	Dept Name	Parking Lot	Process Date	(w/tax)	Confirm Code
Debare, Dave	dd123	Company Staff	Regular Staff	Company Staff lot	May 31, 2021	$33.90	9752cz2709557423baba
Jones, Angela	aj123	Company Staff	Regular Staff	Company Staff lot	May 31, 2021	$33.90	95219zd912d44472099c

List All Processed Violations (by date range)

All Processed Violations (by date range)

Report From Date	May 01, 2021
End Date	May 28, 2021
	☐ Filter by gateway only

Search

Copy CSV Excel PDF Print

Show 100 ⇕ entries   Search: [   ]

Ticket No ↑↓	Plate ↑↓	User Name ↑↓	Paid Amount↑↓	Processed ↑↓
002	🚗 SJAM	sjamieson	$50.00	May 27, 2021
TT-10001	🚗 SJAM	sjamieson	$50.00	May 27, 2021

Showing 1 to 2 of 2 entries   Previous **1** Next

List Daily Processed/Submitted Payments (by date range)

You may search for submitted payments as well as Processed payment in this report. The search criteria screen will look like this:

Payments Submitted / Processed

Report Type	Submitted ▾
Start Date	May 01, 2021
Up to and including	May 31, 2021
Archived Status	All Records ▾

PaymentTypes

☐ **Select/Unselect All**

☑ Cash	☑ Cash Refund
☑ Cheque	☑ Cheque Refund
☑ Money Order	☑ Money Order Refund
☑ Payroll Deduction	☑ Visa Refund
☑ Visa	☑ Mastercard Refund
☑ Mastercard	☑ Payroll Deduction Refund
☑ Debit Card	☑ Debit Card Refund
☑ Internal Payment	☑ Internal Payment Refund
☑ Student Account	☑ Campus Card Refund
☑ CampusCard	☑ Visa Refund (External)
☑ Visa (External)	☑ Mastercard Refund (External)
☑ Mastercard (External)	☑ CampusCard Refund (External)
☑ CampusCard (External)	☑ ParkAdmin Credit
☑ No Charge/Complimentary	☑ Student Account Refund
☑ Paid through Collections	☑ Other Refund
☑ ICB	
☑ Visa (Adjustment)	
☑ Mastercard (Adjustment)	
☑ Other	
☑ Credit Card	

List Payments   **🖹 Export to Excel (Group)**   **🖹 Export to Excel (Line)**

The resulting report will have two sections to it. One that lists the payments in detail.

View Daily Sales Breakdown

CONFIRM #	STU/EMP/ACC #	USER TYPE	USER NAME	USER EMAIL	SUBMITTED	PAY METHOD AMOUNT
44395z7157ca347b3adb	TU8456	Full Time Staff	Bennett, Paul pbennett	pbennett@nomail.com	May. 7, 2021 @ 2:57pm	Cheque
				Permit: OM1005 – OM		$135.60

CHEQUE Total: **$135.60**

View Daily Sales Breakdown

CONFIRM #	STU/EMP/ACC #	USER TYPE	USER NAME	USER EMAIL	SUBMITTED	PAY METHOD AMOUNT
24126C538804	TU8456	Full Time Staff	Bennett, Paul pbennett	pbennett@nomail.com	May. 7, 2021 @ 2:58pm	Cheque Refund
				Adjustment: Details		$-135.60

CHEQUE REFUND Total: **$-135.60**

View Daily Sales Breakdown

CONFIRM #	STU/EMP/ACC #	USER TYPE	USER NAME	USER EMAIL	SUBMITTED	PAY METHOD AMOUNT
9958dz73365594ef5a7a	ted123	Contractor	Adams, Teddy Teddy	Teddy.adams@noemail.com	May. 11, 2021 @ 12:17pm	Cash
				Permit: 1600 – GML 1		$135.60

CASH Total: **$135.60**

...And one that lists a daily summary.

Daily Submitted Orders

May. 7, 2021	
Staff Permits:	$135.60
Student Permits:	$0.00
Temp Permits:	$0.00
All Other Permits:	$0.00
Permit Total:	**$135.60**
Invoice Total:	$0.00
Deposit Total:	$0.00
Access Card Total:	$0.00
Locker Total:	$0.00
Incidents Total:	$0.00
Violation Total:	$0.00
Sub-Total:	**$135.60**
Negative Adjustments:	$-135.60
Positive Adjustments:	$0.00
Total:	**$0.00**

May. 11, 2021	
Staff Permits:	$135.60
Student Permits:	$0.00
Temp Permits:	$0.00
All Other Permits:	$0.00
Permit Total:	**$135.60**
Invoice Total:	$0.00
Deposit Total:	$0.00
Access Card Total:	$0.00
Locker Total:	$0.00
Incidents Total:	$0.00
Violation Total:	$0.00
Sub-Total:	**$135.60**
Negative Adjustments:	$0.00
Positive Adjustments:	$0.00
Total:	**$135.60**

May. 12, 2021	
Staff Permits:	$135.60
Student Permits:	$0.00
Temp Permits:	$0.00
All Other Permits:	$0.00
Permit Total:	**$135.60**
Invoice Total:	$0.00
Deposit Total:	$10.00
Access Card Total:	$0.00
Locker Total:	$0.00
Incidents Total:	$0.00
Violation Total:	$0.00
Sub-Total:	**$135.60**
Negative Adjustments:	$0.00
Positive Adjustments:	$0.00
Total:	**$135.60**

Revision #2
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