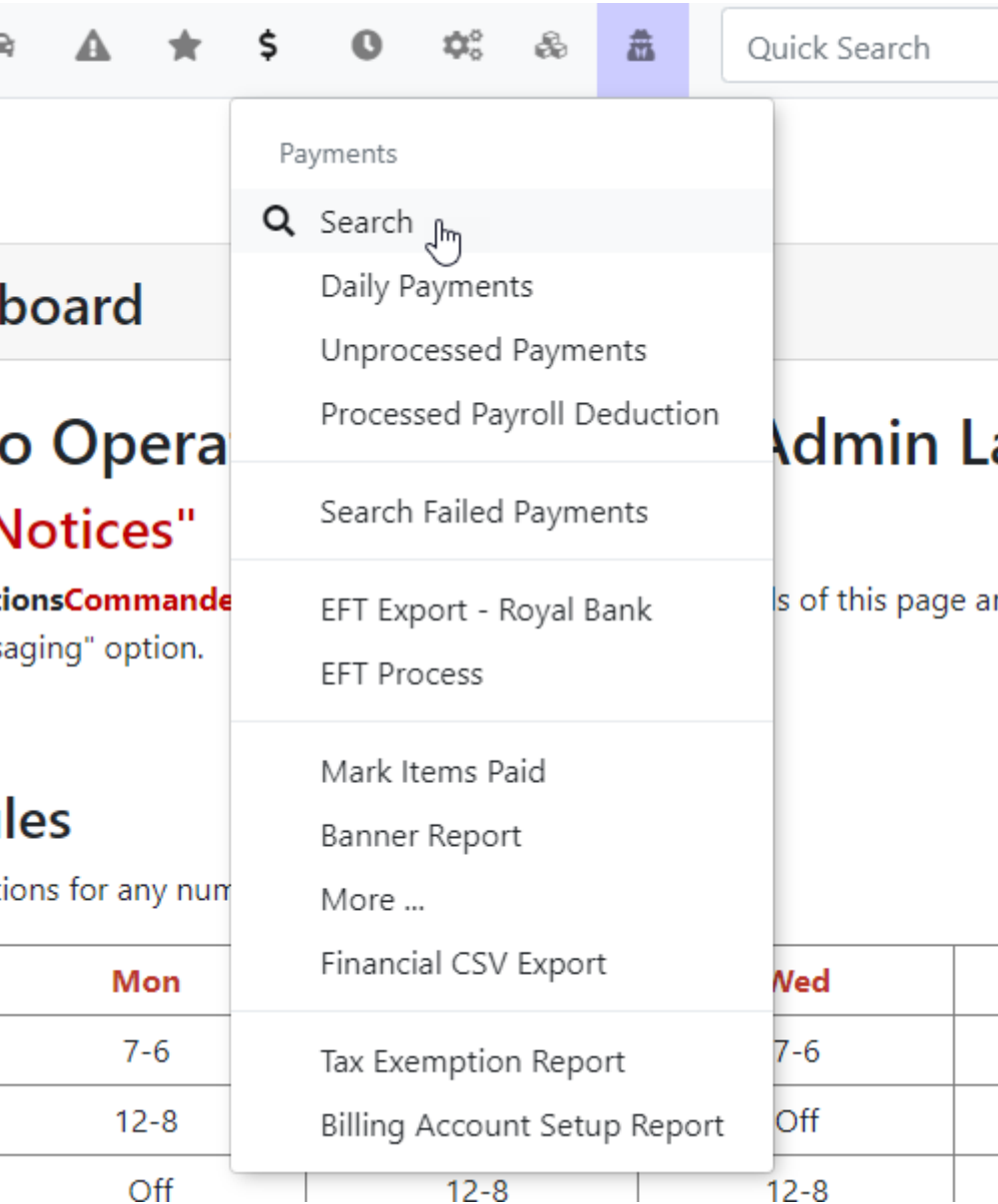


# Search Payments

## 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	<input type="text"/>	<button>Retrieve</button>
Transaction ID	<input type="text"/>	<button>Retrieve</button>
Order ID	<input type="text"/>	<button>Retrieve</button>

- 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 7d444zbcdf54b50bde**

## Payments Reporting

Confirm Code	<input type="text" value="7d444zbcdf54b50bde"/>	<button>Retrieve</button>
Transaction ID	<input type="text"/>	<button>Retrieve</button>
Order ID	<input type="text"/>	<button>Retrieve</button>

- 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.

## Transaction Details

Receipt header beside HST in a table

HST #1234556789

Thank you for parking at Tomahawk University...your payment details appear below.

*If you have purchased a temporary parking permit (print at home parking permit),  
please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon  
located beside the respective parking permit number.*

Confirmation Number	7d444zbcdf54b50bde
User	Steph Jamieson <a href="#">sjamieson</a>
Amount	\$33.90
Submit Date	May. 27, 2021 @ 03:34 pm <a href="#">View Snapshot</a> <a href="#">?</a>
Comment	Successful Online Payment
Payment Method	<div>Cheque ▾ <a href="#">Change</a></div>
Processed	May. 27, 2021 @ 03:34 pm
Processed By	john.tomahawk

[Refund Payment](#)

### Parking Permit Payments

	Submit Date	Permit	Amount
<a href="#">Adjust</a>	May. 27, 2021	<a href="#">STAFF1003</a>	\$30.00

**Taxes: \$3.90****Total: \$33.90**Payment Notes [?](#)[Add Note](#)

## 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 ability 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 <i>paul, Paul (paul)</i>	Permit: 151	0.00	Cash
5c40f32056efe83	Jan. 17, 2019 <i>Doe, John (johndoe)</i>	Permit: 500	241.25	Cash
	Jan. 17, 2019 <i>Doe, John (johndoe)</i>	Permit: 2500	241.25	Cash
	Jan. 17, 2019 <i>Doe, John (johndoe)</i>	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	Permit: 1600	\$384.20	Credit Card
21a84zbd195ec445bbf0	2021-05-31 11:42:34.407 Adams, Teddy	Permit: OM1005	\$384.20	Credit Card
21a84zbd195ec445bbf0	2021-05-31 11:42:34.407 Adams, 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
3bc31zfd352444beaaa5	2021-05-31 11:23:06.847 Ashbury, Michael <i>mashbury</i>	Locker: MLR1003	\$113.00	Internal Payment
763ccz886fd3142f49b5	2021-05-31 11:22:19.457 Adams, Teddy <i>Teddy</i>	Permit: 1602	\$145.60	Internal Payment
763ccz886fd3142f49b5	2021-05-31 11:22:19.457 Adams, Teddy <i>Teddy</i>	Deposit: Access card	\$145.60	Internal Payment
d0547z1d60c6d43b5817	2021-05-31 11:24:10.890 Birch, Patricia <i>pbirch</i>	Permit: 1603	\$145.60	Internal Payment
d0547z1d60c6d43b5817	2021-05-31 11:24:10.890 Birch, Patricia <i>pbirch</i>	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 <i>paul, Paul (paul)</i>	Permit: 151	0.00	Cash
5d54521c28fa272	Aug. 14, 2019 <i>Jones, Angela (Ajones)</i>	Permit: ADA01	33.90	Payroll Deduction
5c40f32056efe83	Jan. 17, 2019 <i>Doe, John (johndoe)</i>	Permit: 500	241.25	Cash
	Jan. 17, 2019 <i>Doe, John (johndoe)</i>	Permit: 2500	241.25	Cash
	Jan. 17, 2019 <i>Doe, John (johndoe)</i>	Violation: 16-10321	241.25	Cash

Email Listed Users

Generate Excel Report

Mark \$0 as Paid

List ALL unprocessed adjustments

CopyCSVExcelPDFPrint

Show100entriesSearch:

	User Name	Submit Date	Comment	Amount
<a href="#">View Details</a>	Dufresne, Andy	May 31, 2021	Fee adjusted to cover sticker reprint	\$15.00
<a href="#">View Details</a>	Ashbury, Michael	May 31, 2021	Adjusted for Proration	-\$200.00
<a href="#">View Details</a>	Jamieson, Steph	May 31, 2021	Adjusting parking fee for VIP	-\$10.00

Showing 1 to 3 of 3 entries

Previous1Next

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						Submitted on May. 7, 2021	
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						Submitted on May. 7, 2021	
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						Submitted on May. 11, 2021	
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	May. 11, 2021	May. 12, 2021
Staff Permits: \$135.60	Staff Permits: \$135.60	Staff Permits: \$135.60
Student Permits: \$0.00	Student Permits: \$0.00	Student Permits: \$0.00
Temp Permits: \$0.00	Temp Permits: \$0.00	Temp Permits: \$0.00
All Other Permits: \$0.00	All Other Permits: \$0.00	All Other Permits: \$0.00
Permit Total: \$135.60	Permit Total: \$135.60	Permit Total: \$135.60
Invoice Total: \$0.00	Invoice Total: \$0.00	Invoice Total: \$0.00
Deposit Total: \$0.00	Deposit Total: \$0.00	Deposit Total: \$10.00
Access Card Total: \$0.00	Access Card Total: \$0.00	Access Card Total: \$0.00
Locker Total: \$0.00	Locker Total: \$0.00	Locker Total: \$0.00
Incidents Total: \$0.00	Incidents Total: \$0.00	Incidents Total: \$0.00
Violation Total: \$0.00	Violation Total: \$0.00	Violation Total: \$0.00
Sub-Total: \$135.60	Sub-Total: \$135.60	Sub-Total: \$135.60
Negative Adjustments: \$-135.60	Negative Adjustments: \$0.00	Negative Adjustments: \$0.00
Positive Adjustments: \$0.00	Positive Adjustments: \$0.00	Positive Adjustments: \$0.00
Total: \$0.00	Total: \$135.60	Total: \$135.60