Daily Payments - Itemized

> The Daily Payments Itemized report allows administrators to view a detailed breakdown of all submitted and processed payments within a specific date range. Its primary purpose is to help track individual transaction items, such as permits, deposits, and violations, for financial tracking and daily reporting. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

There is no specific system configuration required to access this report. Running the daily itemized report is a standard administrative function available to users with the appropriate financial and payment management permissions enabled on their account profile.

Using this Feature

Administrators can filter the daily payments by date range, payment status, and payment type to generate a highly specific financial report.

1. Hover over **Payments** and click **Daily Payments - Itemized**.
2. Select your desired date range using the provided date fields.
3. Filter the results by choosing specific payment types from the drop-down menu.
4. Choose to filter the report by either submitted or processed payments.
5. Click the **List Payments** button to generate the results.

Key Information Displayed

- **Daily Grouping:** Once generated, the results will be displayed directly below the search criteria, automatically organized and grouped by day.
- **Processed Orders Breakdown:** A comprehensive table breakdown summarizing all daily processed orders is displayed at the bottom of the page for quick reference.

Available Action & Button

The report offers two distinct Excel export options depending on how you need the data organized for external use:

- **Export to Excel (Group):** Click this button to generate a file where payment items (such as permits, deposits, violations, and lockers) that are part of the exact same transaction are grouped together into a single block.

Violation: 44-01003		$75.00		
Temp Permit: 33 ADA	Visa	$1.01	$76.01	Online Credit Card Payment

- **Export to Excel (Line):** Click this button to generate a file where payment items that are part of the same transaction are separated out and listed on individual rows.

Violation	44-01003		Visa	$75.00	Online Credit Card Payment
Temp Permit	33	ADA	Visa	$1.01	Online Credit Card Payment

Best Practices and Considerations

> **Reconciliation Tasks:** While this report provides an excellent itemized view of daily transactions, **it is not recommended for strict bank**

reconciliation tasks (comparing system payments directly to bank merchant payments). Itemized reports can occasionally display tax differently and lead to rounding errors. Always use the *Payment Reconciliation* page for direct bank statement comparisons.

- **Export Formats: Choose the correct export format based on your external accounting software.** If your financial department imports this data into a third-party accounting system, verify whether their software requires grouped transaction totals or individual line-item separation before running your export.

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