

# Understanding the Payments Received Report

## **Total Payments Received**

This section displays a list of payment data consisting of the five following sections: Today, This Week, This Month, This Quarter and This Year. If you click a linked monetary amount under 'Amount Received' you will be brought to a new page with in-depth data concerning the payment period in question. The report will display how many payments were made within the time period in question as well as the information of the client(s) who made each payment.

## **Types of Payments Received**

This box displays the methods of payment clients used to pay their bills. As with the 'Total Payments Received' area, this section is divided up into five segments of various time periods.

*Note:* Both sections are accompanied by graphs that provide a visual representation of the tabular data.