Payments Rec’d by Office:

1. The data in the report is grouped by office then payment method and subsequently sorted by receipt number.
2. Parameters:
	1. Start and End Dates: the date span for records to include in the report.
	2. Office:
		1. ‘-All-‘ will include every payment received during the date span
		2. ‘No Office’ will include all payments that have no office associated with the payment

Note: for agencies that do not have multiple office locations – this means all payments that were not made through ACA.

For agencies that do have multiple office locations – this means only payments with no office associated with the payment.

* + 1. ‘Online’ will include only payments made through ACA
		2. One or more offices will include only payments associated with the selected office(s).
	1. Module:
		1. ‘-All-‘ will include every payment received during the date span.
		2. One or more modules will include only payments for records or POS transactions that occurred in the selected modules.

Note: If a set includes records from multiple modules and some of the records are not in the selected modules the set payment amount will not match the sum of the individual records listed in the set.

* 1. Payment\_method
		1. ‘-All-‘ will include every payment received during the date span.
		2. One or more payment methods will include only payments that were paid with the selected payment method.
	2. Cashier
		1. ‘-All-‘ will include every payment received during the date span.
		2. ‘Public User’ will cause all the payments received through ACA to be included in the report
		3. Specific cashiers can be entered to get a report of all payments received for the cashier. To select a specific cashier user the cashier’s logon name.