

# Checks Tender Detail Report

## Introduction

The **Checks Tender Detail Report** allows you to do exactly that, generate a **Tender Detail** report that displays transactions matching your selected payment types. Using the **Payment Types** drop-down, you can select **up to 5 check types** to include in this report.

## Running the Checks Tender Detail Report

To run the **Checks Tender Detail Report**:

1. Navigate to **Reports > Activity > Tender Detail > Checks**. The **Tender Detail Report – Checks** window will open.
2. Click the **Payment Types** drop-down to select up to **5 check types** to include in your report.

ID	Type
<input type="checkbox"/>	Bank Draft Check
<input checked="" type="checkbox"/>	Cashier's Check Check
<input type="checkbox"/>	Company Check Check
<input type="checkbox"/>	Money Order Check
<input checked="" type="checkbox"/>	Personal Check Check
<input type="checkbox"/>	Third Party Check
<input type="checkbox"/>	Traveler's Check Check

**NOTE:** Cash and Credit Card transactions will always show on the resulting report in addition to your selected **Check payment types**.

3. Enter any other criteria as desired and click **OK** to generate your report.

Transactions will **only** be shown in the **Checks Tender Detail Report** if they match **one or more** of your selected payment types. If a transaction was paid using multiple payment methods and one or more match your selections, it will be included, and any payment methods that did **not** match your selections will be lumped together in the **Other** column.

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Sale #	Date	Customer	Check #	Total Tender	Cash	Credit Cards	Cashier's Check	Company Check	Money Order	Personal Check	Traveler's Check	Other
Date: 6/24/2022					1,890.00	1,890.00						
001-00193	6/24/2022	Chan, Grace		513.75								
001-00194	6/24/2022	TEST2, TEST2		357.50								
001-00195	6/24/2022	Chan, Lee		100.00								
001-00196	6/24/2022	Chan, Grace		100.00								
Date: 6/24/2022					1,071.25	1,071.25						
Date: 11/21/2022												
001-00199	11/21/2022	Jones, Grace		-172.75								-150.00
001-00200	11/21/2022	Chan, Lee		279.17								
Date: 11/21/2022					106.42	366.42						-260.00
Date: 3/29/2023												
001-00201	3/29/2023	Welman, Michael		450.00								
001-00202	3/29/2023	Welman, Michael		22.50								
001-00203	3/29/2023	Chan, Pharon		1,250.00								
001-00204	3/29/2023	Welman, Michael		359.53								
001-00205	3/29/2023	Chan, Lee		630.09								
001-00206	3/29/2023	Chan, Lee		-25.00								
001-00207	3/29/2023	Sim, Richard		53.18								
001-00208	3/29/2023	Smith, Jill		10.00								
001-00209	3/29/2023	Jones, Grace	2134	516.46						516.46		
001-00210	3/29/2023	Smith, Jill		53.18								
001-00211	3/29/2023	O'Donnell, Bill		3,988.13								
001-00214	3/29/2023	Belgian, James		500.00								-500.00
001-00215	3/29/2023	Chan, Pharon		1,276.20						1,176.20		100.00
001-00217	3/29/2023	Jones, Grace		26.59								
001-00218	3/29/2023	McCormack, John	432							200.00		-200.00
001-00220	3/29/2023	Smith, Jill		100.00								-100.00
001-00221	3/29/2023	Jones, Grace		157.94						157.94		-25.00
Date: 3/29/2023					8,678.80	2,817.83	6,717.61			716.46		-475.00



### NOTE

The order in which payment methods appear in the **Payment Types drop-down** menu dictates the column order on the report. You **can** drag and drop the columns to **rearrange** them as you wish.

Columns on the **Checks Tender Detail Report** include:

<b>Sale #</b>	The ID for the transaction in which the sale took place
<b>Date</b>	The date of the sale
<b>Customer</b>	The customer's ID and name
<b>Check #</b>	The number of the check
<b>Total Tender</b>	The total sale
<b>Cash</b>	The amount of the sale in cash
<b>Credit Cards</b>	The amount of the sale in credit cards
<b>Check Type (Cashier's, Money Order, Personal, etc)</b>	The amount of the sale charged to a specific check type, organized under individual columns named for each selected check type. <b>Note:</b> These are <b>example</b> column names. Your columns may show different names, as they are determined by what check types you have saved.
<b>Other</b>	The total sale of all <b>non-selected Payment Types</b>