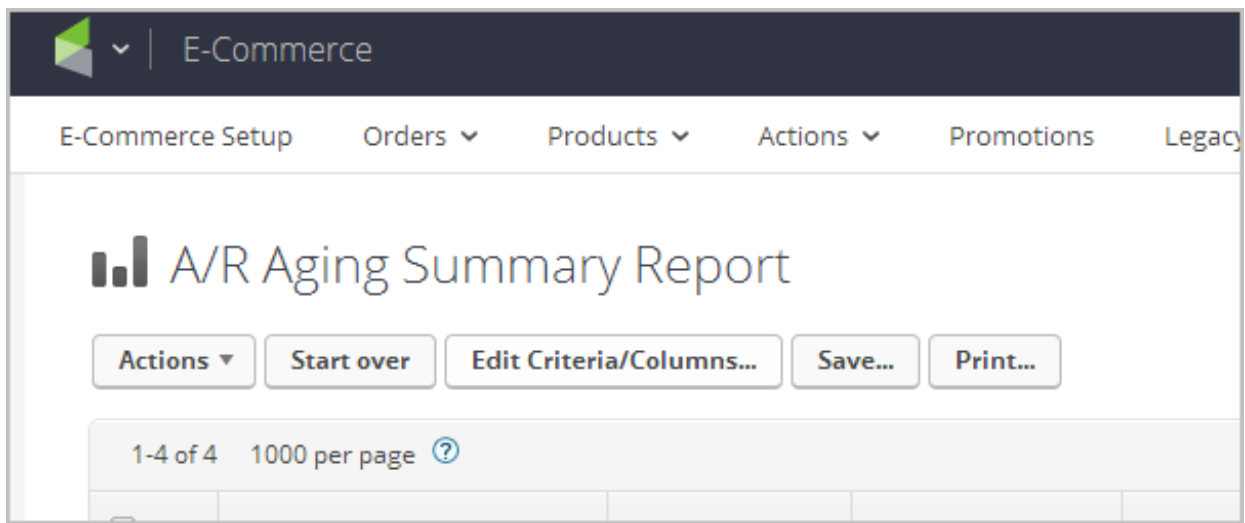


Cash And Credits (Net Sales) Reports

There are several order reports (E-Commerce > Reports) that will detail payments received and forecast future payments so that you can manage your revenue/cash flow. You can view these reports in Infusionsoft or click on the Actions drop-down to export a report to your favorite spreadsheet program. If your primary role is bookkeeping/accounting, you may want to add a report to your dashboard.

To Customize the search criteria while viewing a report:



1. Click on the Start over button to clear past search criteria to create a new report.
2. Click on the Edit Criteria/Columns button to adjust search filters or add/remove columns from a report.
3. Click on the Save button to save the report to your Dashboard.
4. Click the Print button to send the report to your printer.
5. Click on the Actions button to export, apply [tags](#) , and many more options.

Monthly Payments

Accounting Area: Net Sales (Revenue)

How it helps you: This report helps you see the actual operating revenue (net sales) earned per month.

How it works: The Monthly Payments report displays a breakdown of payments received by month. This report shows how many payments have been received, the monthly total, and credit totals. You can filter this report by month, year, payment type, product, payment amount, and more.

Important notes: Click on **Show Details** to view payment details broken down by day.

Daily Payments

Accounting Area: Net Sales (Revenue)

How it helps you: This report helps you see the actual operating revenue (net sales) earned per day.

How it works: The Daily Payments report displays a breakdown of payments received per day. This report shows how many payments have been received, the daily total, and credit totals. You can filter this report by month, year, payment type, product, payment amount, and more.

Important notes: Click on a Date to view payment details broken down by day.

Payments Report

Accounting Area: Net Sales (Revenue)

How it helps you: This report helps you see the actual operating revenue (net sales.)

How it works: The Payments reports detail all of the actual payments received along with any credits issued within a date range. By combining payments with credits, you are able to view your net sales within a given date range. This is a detailed report, displaying the Sale (Order Name), the customer name, date, payment amount, and more. You can filter this report by month, year, payment type, product, payment amount, and more. Note: This report combines payments and credits. If you need a breakdown, use the Monthly or Daily Payments Report.

Cash Forecast Report

Accounting Area: General Financial Management

How it helps you: You can use this information to evaluate future cash on hand and to manage expenses.

How it works: The Cash Forecast Report shows you future product and subscription payments and how they are distributed over a specific date range.

Important notes: Click on the Details link to view the customer name and a description.

Credits Issued Report

Accounting Area: Net Sales (Revenue)

How it works: The Credits Issued Report shows you credits applied to subscription program payments. It displays date issued, total number of cycles, number of cycles already credited, credit amount per cycle, and credit notes.

Important notes: You can filter this report by date range, user, number of cycles, and credit amount.
