## **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:** 

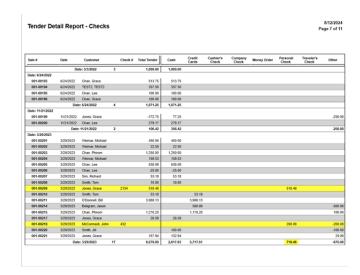
- Navigate to Reports > Activity > Tender Detail > Checks. The Tender Detail Report Checks window will
  open.
- 2. Click the **Payment Types** drop-down to select up to **5 check types** to include in your report.



**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.





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:

Sale #	The ID for the transaction in which the sale took place
Date	The date of the sale
Customer	The customer's ID and name
Check #	The number of the check
Total Tender	The total sale
Cash	The amount of the sale in cash
Credit Cards	The amount of the sale in credit cards
Check Type (Cashier's, Money Order, Personal, etc)	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.
Other	The total sale of all non-selected Payment Types