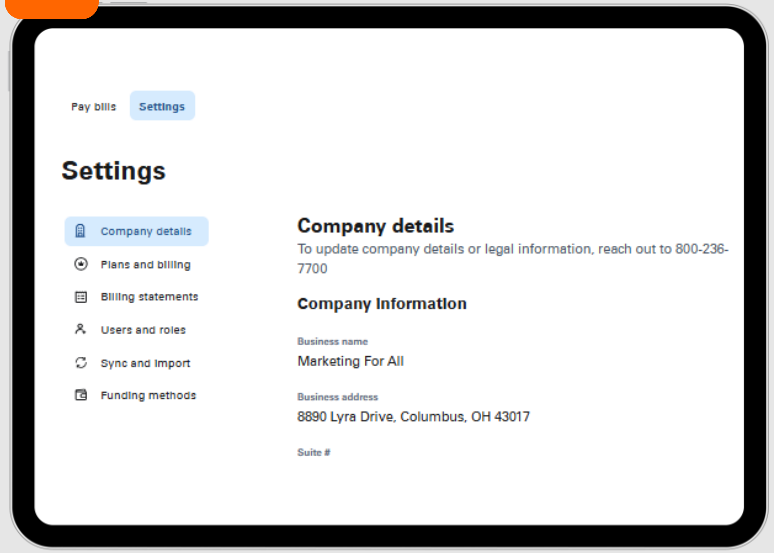
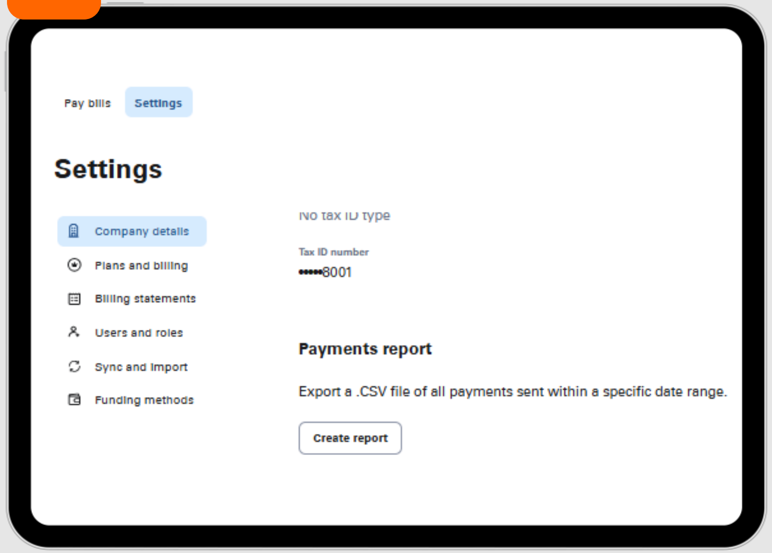
Download CSV Payment Reports

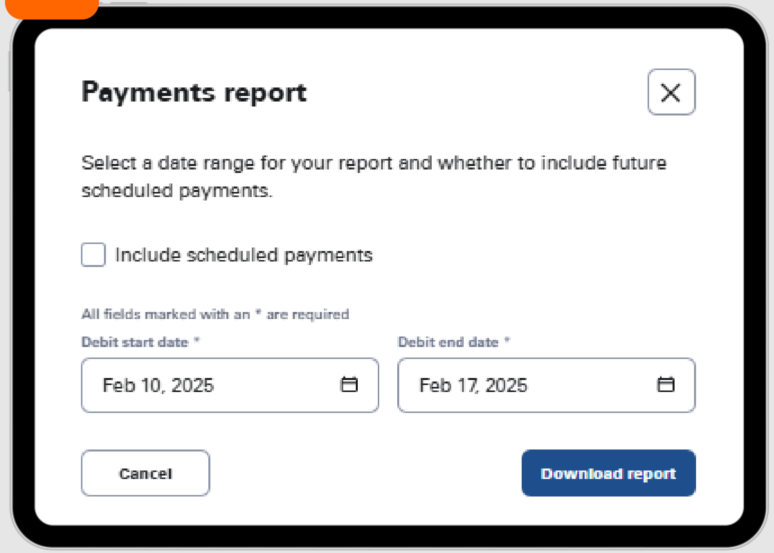
1



2



3



From "Settings," navigate to "Company details."

Scroll down to the "Payments report" section.
Click the "Create report" button.

Input the dates of your choosing.
Click the "Download report" button.
Report will download to your files.

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