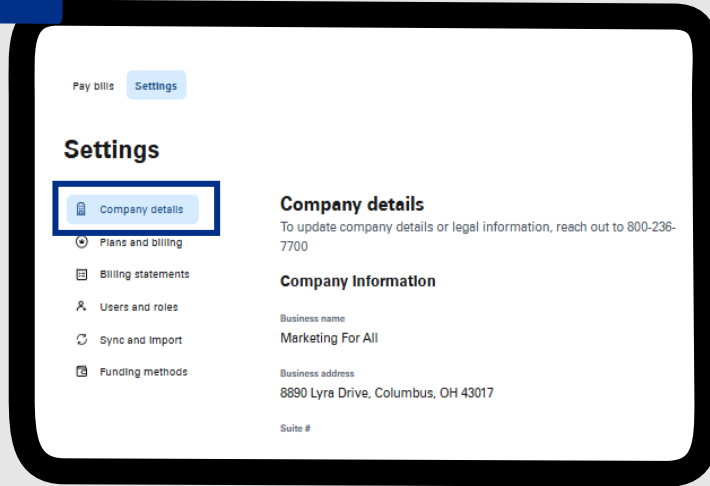


# How to Download a Payments Report

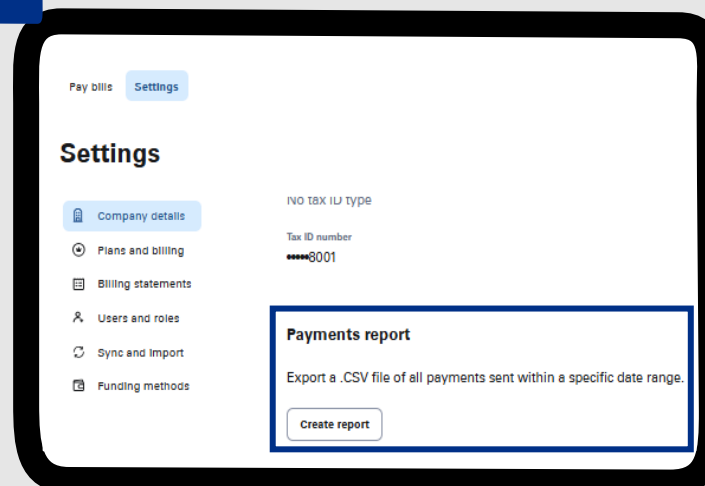
1



The screenshot shows the 'Settings' page with a sidebar on the left containing 'Company details', 'Plans and billing', 'Billing statements', 'Users and roles', 'Sync and Import', and 'Funding methods'. The 'Company details' option is highlighted with a blue box. The main content area is divided into 'Company details' and 'Company Information' sections.

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

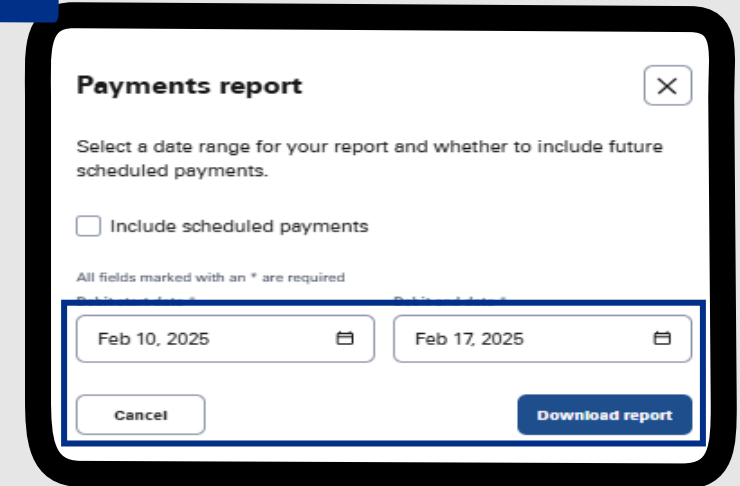
2



The screenshot shows the 'Settings' page with the 'Company details' sidebar. The 'Payments report' section is highlighted with a blue box. It contains the text 'Export a .CSV file of all payments sent within a specific date range.' and a 'Create report' button.

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

3



The screenshot shows a 'Payments report' dialog box with a close button (X) in the top right. It contains the text 'Select a date range for your report and whether to include future scheduled payments.' and an unchecked checkbox for 'Include scheduled payments'. Below this, there are two date input fields: 'Feb 10, 2025' and 'Feb 17, 2025', each with a calendar icon. At the bottom, there are 'Cancel' and 'Download report' buttons.

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