

# How to Submit and Download a CSV File

1

First, choose a filter according to what you want, or you can directly click submit to display the data without filters

2

Click this start\_date field and choose date what you want.

## Report Apps

### Report Filter

Start Date

hh/bb/yyyy



End Date

hh/bb/yyyy



Merchant Name

Type here...

Payment Status

All



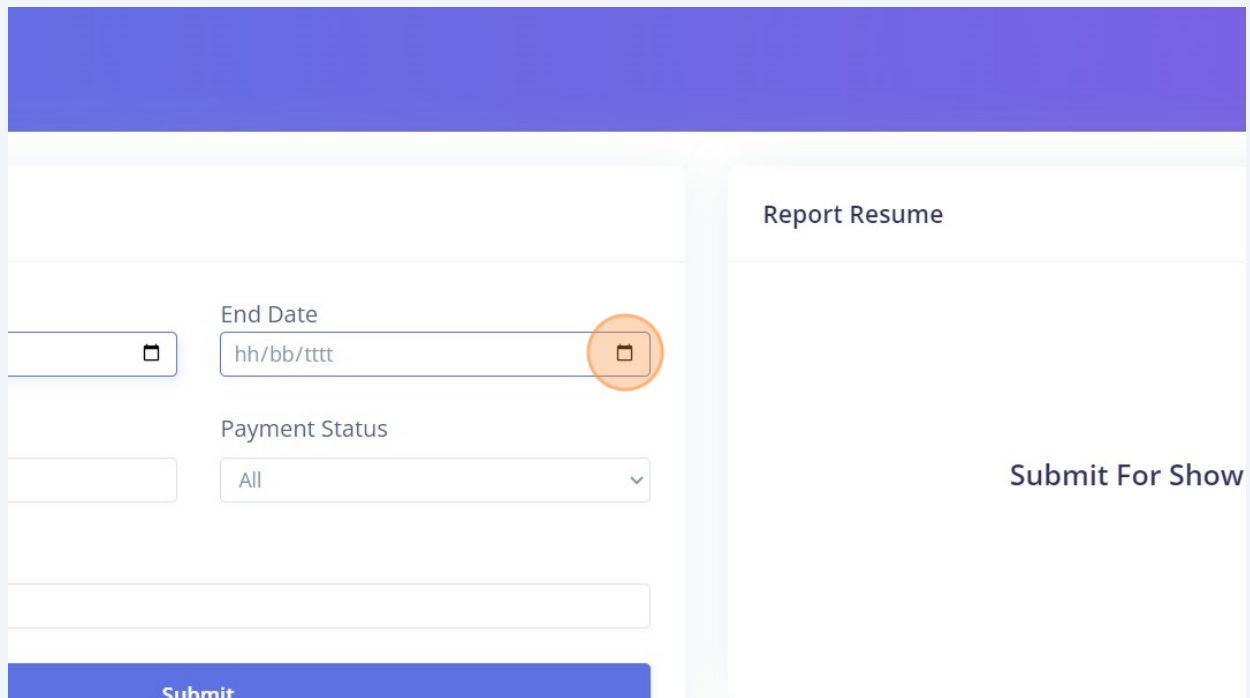
Outlet Name

Type here...

Submit

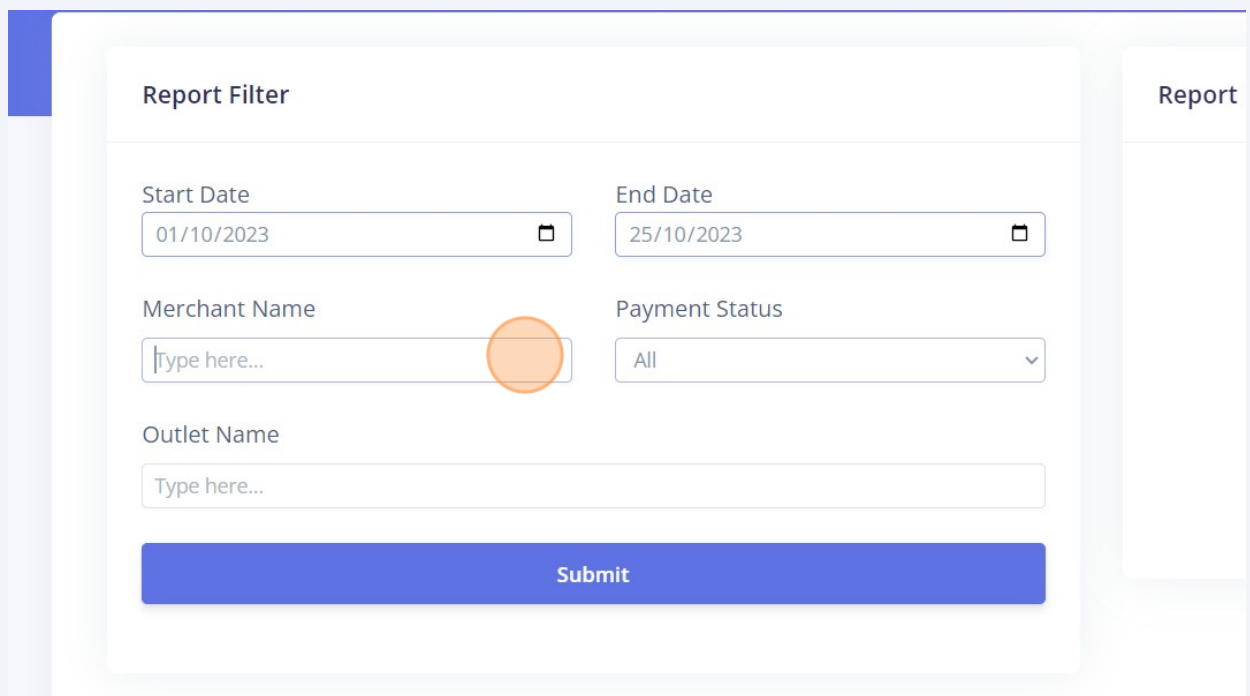
### Report

- 3 Click this end\_date field and choose date what you want.



The screenshot shows a web interface with a blue header bar. Below it, there's a white form area. On the left, there's a 'Report Filter' section with several input fields. The 'End Date' field is highlighted with an orange circle. To the right of the filter section is a 'Report Resume' section. At the bottom of the filter section is a blue 'Submit' button. The 'End Date' field contains the placeholder text 'hh/bb/yyyy' and has a calendar icon on the right. The 'Payment Status' field is a dropdown menu with 'All' selected. The 'Report Resume' section has a 'Submit For Show' button.

- 4 Click the and type on merchant name or others if you want.



The screenshot shows a web interface with a blue header bar. Below it, there's a white form area. On the left, there's a 'Report Filter' section with several input fields. The 'Merchant Name' field is highlighted with an orange circle. To the right of the filter section is a 'Report' section. At the bottom of the filter section is a blue 'Submit' button. The 'Start Date' field contains '01/10/2023' and has a calendar icon on the right. The 'End Date' field contains '25/10/2023' and has a calendar icon on the right. The 'Payment Status' field is a dropdown menu with 'All' selected. The 'Outlet Name' field contains the placeholder text 'Type here...'. The 'Report' section is empty.

## 5 Click "Submit" for generate data report

01/10/2023 25/10/2023

Merchant Name Payment Status

Type here... All

Outlet Name

Type here...

Submit

Show 10 entries

## 6 Click this dropdown for show data according to the desired amount

Show 10 entries

MERCHANT NAME	OUTLET NAME	TRANSACTION TIME	STAFF	PAY AMOUNT	PAYMENT TYPE
Alex Fadel	Senger-Ernser	17-10-2023 01:16:15	Josue Botsford II	78.33	Cash
Alexzander Fadel	Senger-Ernser	23-10-2023 09:07:30	Abigayle Hahn	462.57	Credit
Burdette Feil	Dach, Little and Hand	15-10-2023 04:12:28	Kathryn Keebler II	785.63	Cash
Burdette Feil	Dach, Little and Hand	14-10-2023 17:41:28	Mrs. Theodora White	699.42	Credit
Diana Durgan	Kiehn-Breitenberg	06-10-2023 15:57:13	Dr. Letitia Dickinson	461.3	Bank Transfer

7

Click the "Search:" field to search what you want.

	PAYMENT TYPE	CUSTOMER NAME	TAX	CHANGE AMOUNT	TOTAL AMOUNT	PAYMENT STATUS
	Cash	Oda Durgan	2.38	665.62	772.03	Not Paid
	Credit	Kyle Rath I	2.19	511.75	289.38	Not Paid
	Cash	Sandy Prosacco	4.3	231.38	220.48	Not Paid
	Credit	Prof. Sabrina Gleason	5.81	475.54	858.61	Not Paid
	Bank Transfer	Irving Bechtelar	7.44	549.09	306.83	Not Paid

8

Type something what you want.

9 Click the "Search:" field.

Search:

	PAYMENT TYPE	CUSTOMER NAME	TAX	CHANGE AMOUNT	TOTAL AMOUNT	PAYMENT STATUS
	Cash	Oda Durgan	2.38	665.62	772.03	Not Paid
	Credit	Kyle Rath I	2.19	511.75	289.38	Not Paid

10 Click the "Search:" field.

Search:

	PAYMENT TYPE	CUSTOMER NAME	TAX	CHANGE AMOUNT	TOTAL AMOUNT	PAYMENT STATUS
	Cash	Oda Durgan	2.38	665.62	772.03	Not Paid
	Credit	Kyle Rath I	2.19	511.75	289.38	Not Paid

## 11 Click "Next" for paginate

	Cash	Rhea Ferry	5.52	607.97	146.09	Not Paid
	Debit	Ms. Otilie Dach Sr.	4.33	929.73	892.08	Paid
	Debit	Mr. Alexandre Abshire IV	8.97	889.07	855.53	Paid

Previous 1 2 Next

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## 12 Click "Download CSV" if you want to export data report to csv.

us

Paid Transaction : 8

Not Paid Transaction : 12

Total Data : 20

Download CSV