

Scheduled Payments Report

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Exciting news! Our ConnectBooster Support documentation is moving to a new location. Be sure to bookmark the new link below.

<https://help.cb.kaseya.com/help/Content/0-HOME/Home.htm>

To access the Scheduled Payments Report, direct to **Reports + Scheduled Payments**

This report will provide you a full list of any scheduled payments within the portal. They will be listed individually with the company, scheduled date, payment type, friendly name of that payment type, the last four digits of the payment method, and the associated invoice(s).

The screenshot shows the ConnectBooster interface with the 'Scheduled Payments Report' displayed. The report includes a search bar and a table of payment entries. The table has the following columns: Company, Scheduled, Payment, Type, Last 4, and Invoice(s). The data shown in the table is as follows:

Company	Scheduled	Payment	Type	Last 4	Invoice(s)
Iowa Sports Central	05-31-2023	Bank Account	BusinessChecking	6789	CB6612
Iowa Sports Central	05-25-2023	Bank Account	BusinessChecking	6789	10125
Iowa Sports Central	05-18-2023	Bank Account	BusinessChecking	6789	CB6607
Iowa Sports Central	04-28-2023	Bank Account	BusinessChecking	6789	10125, CB6607
Iowa Sports Central	03-31-2023	Bank Account	BusinessChecking	6789	10125, QB21008
Iowa Sports Central	03-30-2023	Bank Account	BusinessChecking	6789	CB6609
Iowa Sports Central	02-20-2023	Bank Account	BusinessChecking	6789	10125, QB21008
Iowa Sports Central	01-31-2023	Bank Account	BusinessChecking	6789	10125, CB6607
Iowa Sports Central	01-12-2023	Bank Account	BusinessChecking	6789	10125, CB6607
Iowa Sports Central	12-30-2022	Bank Account	BusinessChecking	6789	10125

The report also includes a 'Run Report' and 'Download Report' button, a search bar for 'Search Scheduled Payments' with a placeholder 'Ex. Company Name', and a pagination control showing 'Showing 1-10 of 42 items' and 'rows per page'.

This report is also available to download into a CSV file.