

Clover Go Reporting

Clover Reporting on the Web

- Go to Clover.com and login
- Select Reporting in the menu bar
- Reports available at summary and Girl Scout (employee) level

Social Events & Fundraisers - Irene Help

Reporting - Payments

Note: This report is for payments made during this time period.

FILTER BY: All Devices

Date Range: Report Request History Default Reporting Time
[Today](#) [Yesterday](#) [Last 7 days](#) [Last 30 days](#) [Last 3 Months](#) [Last 6 Months](#) [Last 1 Year](#)

Start: 14-May-2018 12:00 am End: 14-May-2018 11:59 pm [Get Reports](#)

Summary [Export reports \(CSV\)](#)

	Total	Revenue	Tax	Tip	Ser...	# o...	Net	De...
Gross Online Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Gross Offline Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Gross Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Gross Manual Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	De...
Non-revenue Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	
Net	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	

Summary [Sync with Xero](#) [Sync with Quickbooks](#) [Export reports \(CSV\)](#)

	Total	Revenue	Tax	Tip	Service C...	# of Tran...	Net	Details...
Gross Online Payments	\$16,825.00	\$16,825.00	\$0.00	\$0.00	\$0.00	1758	\$16,825.00	Details
Gross Offline Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	Details
Gross Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	Details
Gross Manual Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	Details
Non-revenue Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	—	\$0.00	
Net	\$16,825.00	\$16,825.00	\$0.00	\$0.00	\$0.00	—	\$16,825.00	

Tender Stats

	Payments Total	Refunds Total	Manual Refunds Total	Net Total
Credit Card	\$11,973.00	\$0.00	\$0.00	\$11,973.00
Debit Card	\$4,852.00	\$0.00	\$0.00	\$4,852.00
Total	\$16,825.00	\$0.00	\$0.00	\$16,825.00

Label Summary

You currently don't have any labels set up. [Add a new label](#)

[Edit report labels](#)

Payments by Card Type

	Payments	Tips	Service Charges	Total
Visa	\$11,002.00	\$0.00	\$0.00	\$11,002.00
MasterCard	\$2,926.00	\$0.00	\$0.00	\$2,926.00
American Express	\$2,635.00	\$0.00	\$0.00	\$2,635.00
Discover	\$241.00	\$0.00	\$0.00	\$241.00
Diner's Club	\$16.00	\$0.00	\$0.00	\$16.00
JCB	\$5.00	\$0.00	\$0.00	\$5.00
Total	\$16,825.00	\$0.00	\$0.00	\$16,825.00

Sales By Girl



Click Employees tab to view sales by girl

	Payments		Refunds		Manual Refunds		Service Charge	Tips	
	#	Amount	#	Amount	#	Amount			
Irene S	1	\$1.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 1	283	\$2,467.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 2	173	\$1,624.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 3	277	\$2,748.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 4	185	\$1,788.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details
Learning Cabin 5	156	\$1,618.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	Details

Pulling Reports in Excel

- Select Transactions from menu bar
- Search by range needed
- Click Export Payments from this page to download to Excel

The screenshot shows the 'Transactions - Payments' page in the G.I.R.L. system. The left sidebar contains a menu with options: Dashboard, Reporting, Closeout, Orders, Transactions (selected), Payments (highlighted), Manual Refunds, Refunds, Authorizations, Inventory, Employees, Customers, More Tools, and Setup. The main content area has a title 'Transactions - Payments' and a button 'Export Payments from this page' highlighted with a green box. Below the button is a note: 'Note: this list shows payments created during this time period.' The page features a search bar with the placeholder text 'Search transactions by ID, transaction number, or last 4 digits on payment card'. Below the search bar are filter options: 'All Employees', 'Online and Offline', 'All payment results', 'All Tenders', 'All card types', 'All Devices', and 'All card transactions'. There is also a section for 'Date Range' with options for 'Today', 'Yesterday', 'Last 7 days', and 'Last 30 days'. The date range is set from '14-May-2018 12:00 am' to '14-May-2018 11:59 pm'. The page indicates '50 results per page' and has 'Back' and 'Next' navigation buttons. At the bottom, there is a table header with columns: Created, Tra..., Te..., Am..., Tax..., Tip..., Employee, Application, and De... The table content shows 'No order data found'.

Updating Clover Payments in eBudde

- Enter girl's Clover payments in eBudde regularly
- Pull all transactions since your last update
- Report has details by individual User (email address or girl)
- If using Payment Notes to designate booth sales they will list in this report
- Add up Clover sales for each girl and apply Girl Payment in eBudde as you would cash/checks received (see TCM guide for instructions)

A	F	G	H	I	J	K	L	M	N	O	P	Q	R
Order Date	Employee Name	Note	Currency	Tax	Tip	Service Ch	Discount	Order Tot.	Payments	Payment Note	Refunds T	Manual Re	Tender
08-Nov-2017 04:10 PM PST	Learning Cabin 7		USD		0	0	0	10	10		0	0	Credit Car
08-Nov-2017 04:06 PM PST	Ranger Station 21		USD		0	0	0	5	5		0	0	Credit Car
08-Nov-2017 04:05 PM PST	Ranger Station 25		USD		0	0	0	5	5		0	0	Debit Car
08-Nov-2017 04:04 PM PST	Learning Cabin 3		USD		0	0	0	5	5		0	0	Credit Car
08-Nov-2017 04:03 PM PST	Learning Cabin 2		USD		0	0	0	6	6		0	0	Credit Car
08-Nov-2017 04:03 PM PST	Learning Cabin 3		USD		0	0	0	20	20		0	0	Credit Car
08-Nov-2017 04:03 PM PST	Learning Cabin 5		USD		0	0	0	6	6		0	0	Credit Car
08-Nov-2017 04:03 PM PST	Learning Cabin 5		USD		0	0	0	6	0		0	0	
08-Nov-2017 04:02 PM PST	Ranger Station 21		USD		0	0	0	10	10		0	0	Debit Car
08-Nov-2017 04:02 PM PST	Ranger Station 25		USD		0	0	0	5	5		0	0	Debit Car

The Future is **G.I.R.L.** for all girls, everywhere



What if I still have questions?

Additional FAQs can be accessed via <https://help.clover.com/devices/clover-go/>

For questions about technical issues or problems with your Clover Go account or device, please call the **Clover support team** 24/7 at 855.276.5008

For questions on eBudde, Girl Scout policies or procedures, please contact the **Girl Scouts of Eastern Missouri Answer Center** at 314.400.4600 or answercenter@girlscoutsem.org

Thank you for participating in Clover Go during the Girl Scout Cookie Program.

If you need additional assistance, please continue with the Clover Go Troubleshooting training or contact the Clover support team.