

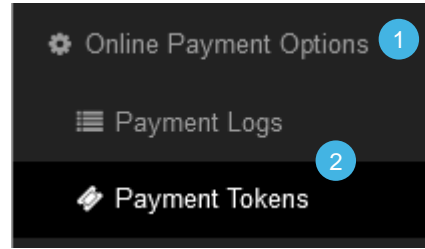
AutoMed Payment Tokens and Payment Totals Report Guides

This guide will take you through how to use Payment Tokens and Payment Totals Report.

Access Payment Tokens and Payment Totals Report

From the main menu:

1. Select **Online Payment Options**
2. Click **Payment Tokens** or **Payment Totals** to view the reports



Payments Tokens

View card details which have been tokenised for future bookings.

How can patients save their card details?

Patients can save their card details at the time of booking online, or Reception can save the card details with the patient's consent.

In the report, you'll be able to see:

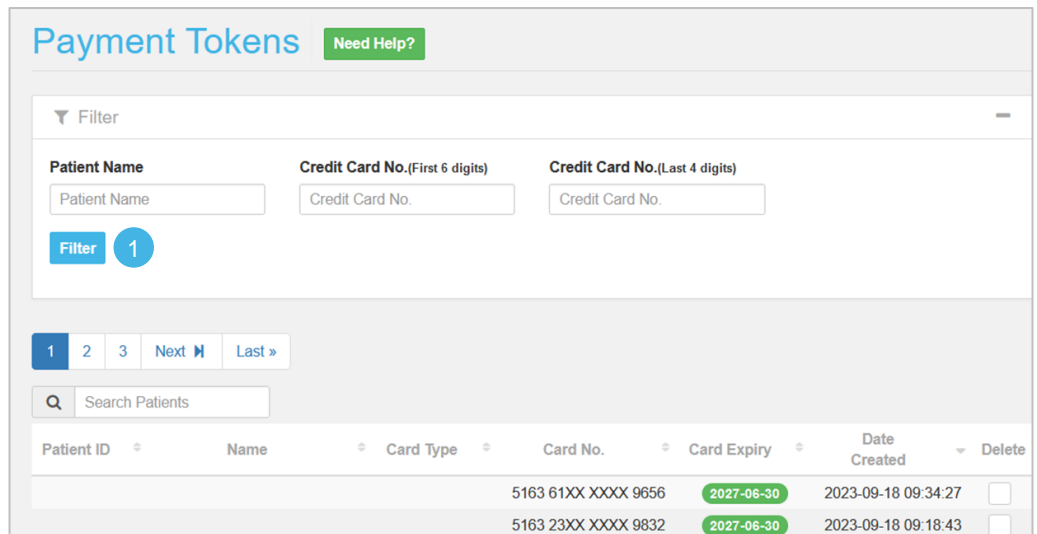
- Patient details
- What date the card was tokenised
- Card details

How to use Payment Tokens Report

The report will automatically display tokenised card details

If required, you can run the report per **Patient Name** or **Card Number** (either by first 6 or last 4 digits).

1. Click **Filter** to run the report



Payment Tokens Need Help?

Filter

Patient Name: Credit Card No.(First 6 digits): Credit Card No.(Last 4 digits): Filter 1

1 2 3 Next Last

Search Patients

Patient ID	Name	Card Type	Card No.	Card Expiry	Date Created	Delete
			5163 61XX XXXX 9656	2027-06-30	2023-09-18 09:34:27	<input type="checkbox"/>
			5163 23XX XXXX 9832	2027-06-30	2023-09-18 09:18:43	<input type="checkbox"/>

Delete Payment Tokens

To delete Payment Tokens

1. Tick the **check box** in the Patient row
2. Select **Delete**

The details are now **deleted**.



VISA	4564 36XX XXXX 0114	2025-02-28	2022-09-26 09:59:24	<input checked="" type="checkbox"/>
VISA	4622 39XX XXXX 4937	2025-10-31	2022-09-26 08:30:58	<input type="checkbox"/>
VISA	4622 63XX XXXX 8025	2025-08-31	2022-09-26 08:13:56	<input type="checkbox"/>

Delete Checked Tokens 2

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Payment Totals Report

The Payment Totals Report will display daily transactions.

In the report, you'll be able to view:

- Settlement Amounts
- Transaction quantity
- Refund amounts

How to use Payment Totals Report

1. Enter your **Start** and **End Date** (you can run the report for 90 days)

If required, you can run the report per **Location** and per **Doctor**

2. Click **Filter**

The report will display the transactions.

Payment Totals Need Help?

Filter

Filter

CSV Export

Export PDF

Date	Trn Qty	PMS Amount	Total Surcharge	Tyro Surcharge	AutoMed Surcharge	Total Credits	Refund Amt	Settlement Amt
2023-09-18	23	\$ 2,093.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,093.65		\$ 2,093.65
2023-09-17	10	\$ 820.70	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.70		\$ 820.70
2023-09-16	8	\$ 815.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 815.00		\$ 815.00
2023-09-15	42	\$ 3,115.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,115.41		\$ 3,115.41
2023-09-14	34	\$ 2,420.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,420.00		\$ 2,420.00
2023-09-13	38	\$ 2,809.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,809.81		\$ 2,809.81
2023-09-12	56	\$ 4,060.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,060.00		\$ 4,060.00
2023-09-11	66	\$ 5,266.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,266.65		\$ 5,266.65
2023-09-10	20	\$ 1,716.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,716.00		\$ 1,716.00
2023-09-09	7	\$ 565.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 565.00		\$ 565.00
2023-09-08	39	\$ 2,978.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,978.20		\$ 2,978.20

Need further assistance?

Reach out to our [Support Team](#) for any day-to-day assistance with AutoMed System

- Email: support@automedsystems.com.au