

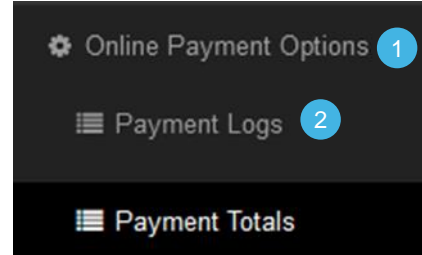
# AutoMed Payment Tokens Guide

This guide will take you through how to use Payment Tokens, to view Patients who have tokenised card details for future payments

## Access Payment Tokens

From the main menu:

1. Select **Online Payment Options**
2. Click **Payment Tokens** to view the report



## Payments Tokens

Use Payment Totals, to view:

- Completed payments
- Refunds
- Surcharging (if applicable)
- Settlement Amounts

## How to use Payment Tokens

Fill out the required filters:

1. Enter your **Start and End Date** (you can run the report for 90 days)
2. Select **location** (if required)
3. Click **filter** to run the report

You'll now see your daily total amounts

Payment Totals									
Filter									
All Locations		2022-09-03		2022-10-03		Filter	CSV Export	Export PDF	
Date	Trn Qty	PMS Amount	Total Surcharge	Tyro Surcharge	AutoMed Surcharge	Total Credits	Refund Amt	Settlement Amt	
2022-10-03	5	\$ 354.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 354.00		\$ 354.00	
2022-10-02	3	\$ 279.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 279.00		\$ 279.00	
2022-10-01	2	\$ 162.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 162.00		\$ 162.00	
2022-09-30	14	\$ 963.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 963.00		\$ 963.00	
2022-09-29	16	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,200.00	\$ 75.00	\$ 1,125.00	
2022-09-28	9	\$ 645.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 645.00		\$ 645.00	