

Dashboard Tile Guide

Tile	Description	Category
Manual Transactions	Use the Virtual Terminal to manually process payments by entering card and amount details. These payments appear in your transaction list.	Collect Money
Payment Requests	Send a custom payment request to an individual. The recipient gets an email with a secure link to complete the payment.	Collect Money
Refund Requests	Initiate full or partial refunds directly from within PaymentsHQ. Refunded transactions are automatically updated in your reports.	Manage Money
PayMe Forms	Create a payment form with a shareable link to collect payments from multiple people — perfect for registrations, tournaments, or donations.	Collect Money
Transaction Lists	See a list of all approved, declined, or refunded transactions. Click any entry to view full transaction details, including the card type and status.	Find Info
Search	Use filters like Ref #, name, amount, or date to locate any transaction, batch, or request. Results can be exported to CSV.	Find Info
Batches & Deposits	Every night at 12:00am EST, transactions are settled into a batch. Weekly deposits (Tuesday ? bank by Wednesday) summarize Mon–Sun batches. Click Detail to view batch-level transactions.	Bank Activity
Bank Activity	Reflects deposits or withdrawals made to your bank account, including billing fees and refunds. Helps reconcile against your bank statement.	Bank Activity
Statements	Download monthly PDF statements showing sales, deposits, billing charges, and fees. Great for accountants or year-end reports.	Reports

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Transfers	Send or receive inter-merchant transfers — ideal for organizations with multiple sub-units, clubs, or departments.	Manage Funds
Linked Accounts	Consolidate reporting for multiple merchant accounts under your organization. Helps with cross-team oversight and shared administration.	Advanced Reporting
Account Info	View and request updates to your account details, such as contact name, banking information, or organizational profile.	Settings
Help Center	Access how-to guides and FAQs. You can also click the blue Help button at the bottom-right of any screen, or email support@sportspay.com .	Support

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