## Payment Register

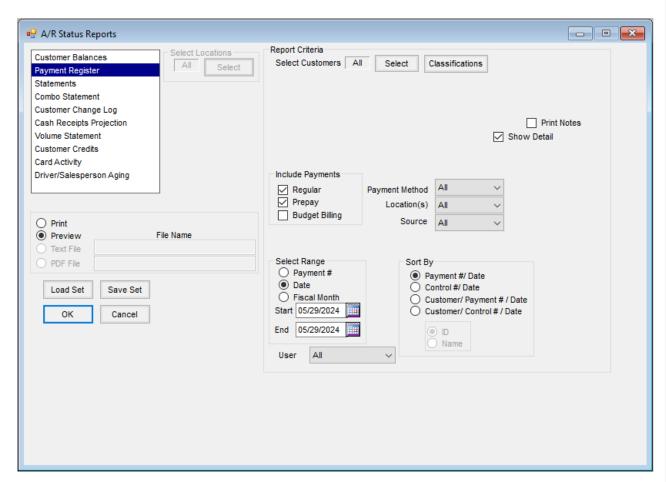
Last Modified on 08/07/2025 2:35 pm CDT

The Payment Register report, found at Accounting / Accounting Reports / Accounts Receivable / A/R Status, can be used to assist with daily cash drawer reconciliation or provide Customer Payment history for a given timeframe.

Customer and Payment data will display including: Payment #, Control #, Date, ID, Name, Payment Type, Payment Method, Reference Number, Payment Amount, Amount Received, Discount, and Total Credit. Also included is a Location Recap, displaying the Location of Payments, Method of Payment Totals, and G/L Account to which payments were posted.

**Note:** The *Location Recap* is for the entire Location totals regardless of filter.

Using the Show Detail option will include the Invoices paid by the payment.



- **Select Customers** The Payment Register report defaults to *All* Customers. To choose specific Customers, choose **Select**.
- Classifications Customers can be selected by Classifications. Information regarding Classifications can be found here.
- Print Notes Select to include the information added in the Description section of the Payment on the report.

- Show Detail Select to include the detail of the Invoices paid by the Payment.
- Include Payments Select which Payments to include in the report Regular, Prepay, or Budget Billing.
   Note: Any combination of Payments can be chosen, including selecting all three options.
- Payment Method The default is All. Optionally, select a specific Payment Method from the list.
- Location The default is the Location selected upon logging into Agvance. Optionally, select a different Location from the list.
- **Source** The default is All. Optionally select a specific Source from the list.
- **Select Range** The Payment Register report can be run based on *Payment #*, *Date*, or *Fiscal Month*. Select the desired range and set the *Start* and *End* parameter.
- Sort by Choose to sort the report by Payment # / Date, Control # / Date, Customer / Payment # / Date, or Customer / Control # / Date. If the Customer / Payment # / Date or Customer / Control # / Date option is selected, the choice to sort by ID or Name becomes available.
- **User** The default is All. Optionally select a specific User to filter results to Payments entered by that User.

<b>Payment Register</b> Date 05/29/2024 TO 05/29/2024										
Payment # Control # 120259	05/29/2024	<u>ID</u> 000001 ces Paid;	<u>Name</u> Steve Sprout	Sorted By Paym	Locations nent#/Payr Payment Method Cash	nent Date Referen <u>Number</u>		Amount Received 2,000.00	Discount 0.00	Total <u>Credit</u> 2,000.00
		1200172 1200513 1200520 1200662 1200942	250.10 82.66 7.50 7.50 1,652.24							
120260	05/29/2024 Invoid	ces Paid;	Beverly Hills		Check	897861	1,419.00	1,419.00	0.00	1,419.00
120261	05/29/2024 Invoid	628 ces Paid:	1,419.00 Charlie Hills		Credit Card		375.00	375.00	0.00	375.00
		1200904	370.00				Grand Totals	3,794.00	0.00	3,794.00
00MAIN	Method of Payme Cash Check Credit Card Total for 00MAII	_		2,000 1,41	Total G/L Acc 0.00 110000 9.00 110000 5.00 110200 <b>4.00</b>	0-00 0-00				