

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.

The screenshot shows the 'A/R Status Reports' dialog box. On the left, a list of reports includes 'Payment Register', which is highlighted. Below this list are options for 'Print', 'Preview' (selected), 'Text File', and 'PDF File', each with a corresponding 'File Name' field. There are also 'Load Set', 'Save Set', 'OK', and 'Cancel' buttons. The main area is titled 'Report Criteria' and contains several sections: 'Select Customers' with 'All' and 'Select' buttons; 'Classifications' with a 'Print Notes' checkbox and a checked 'Show Detail' checkbox; 'Include Payments' with checkboxes for 'Regular' (checked), 'Prepay' (checked), and 'Budget Billing' (unchecked); 'Payment Method', 'Location(s)', and 'Source' dropdown menus, all set to 'All'; 'Select Range' with radio buttons for 'Payment #', 'Date' (selected), and 'Fiscal Month', along with 'Start' and 'End' date pickers set to '05/29/2024'; and 'Sort By' with radio buttons for 'Payment # / Date' (selected), 'Control # / Date', 'Customer / Payment # / Date', and 'Customer / Control # / Date', plus a sub-section with 'ID' (selected) and 'Name' radio buttons. A 'User' dropdown menu is set to 'All'.

- **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.

Payment Register											
Date 05/29/2024 TO 05/29/2024											
All Locations											
Sorted By Payment # / Payment Date											
Payment #	Control #	Date	ID	Name	Payment Type	Payment Method	Reference Number	Payment Amount	Amount Received	Discount	Total Credit
120259		05/29/2024	000001	Steve Sprout		Cash		2,000.00	2,000.00	0.00	2,000.00
		Invoices Paid:									
			1200172	250.10							
			1200513	82.66							
			1200520	7.50							
			1200662	7.50							
			1200942	1,652.24							
120260		05/29/2024	1228	Beverly Hills		Check	897861	1,419.00	1,419.00	0.00	1,419.00
		Invoices Paid:									
			1200494	1,419.00							
120261		05/29/2024	628	Charlie Hills		Credit Card		375.00	375.00	0.00	375.00
		Invoices Paid:									
			1200954	375.00							
Grand Totals								3,794.00	3,794.00	0.00	3,794.00
Location Recap											
Location		Method of Payment				Total		G/L Account			
00MAIN		Cash				2,000.00		1100000-00			
		Check				1,419.00		1100000-00			
		Credit Card				375.00		1102000-00			
		Total for 00MAIN				3,794.00					