

Payment Register

Last Modified on 04/02/2026 2:16 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 selected. Below this list are options for 'Print', 'Preview', 'Text File', and 'PDF File', along with 'File Name' input fields and '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 checked boxes for 'Regular' and 'Prepay', and an unchecked 'Budget Billing' box; 'Payment Method', 'Location(s)', and 'Source' dropdown menus, all set to 'All'; 'Select Range' with radio buttons for 'Payment #', 'Date' (selected), and 'Fiscal Month', and 'Start' and 'End' date pickers both 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 'ID' and 'Name' radio buttons. A 'User' dropdown 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												
<u>Payment #</u>	<u>Control #</u>	<u>Date</u>	<u>ID</u>	<u>Name</u>	<u>Payment Type</u>	<u>Payment Method</u>	<u>Reference Number</u>	<u>Payment Amount</u>	<u>Amount Received</u>	<u>Discount</u>	<u>Total Credit</u>	
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												
<u>Location</u>	<u>Method of Payment</u>					<u>Total</u>	<u>G/L Account</u>					
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						