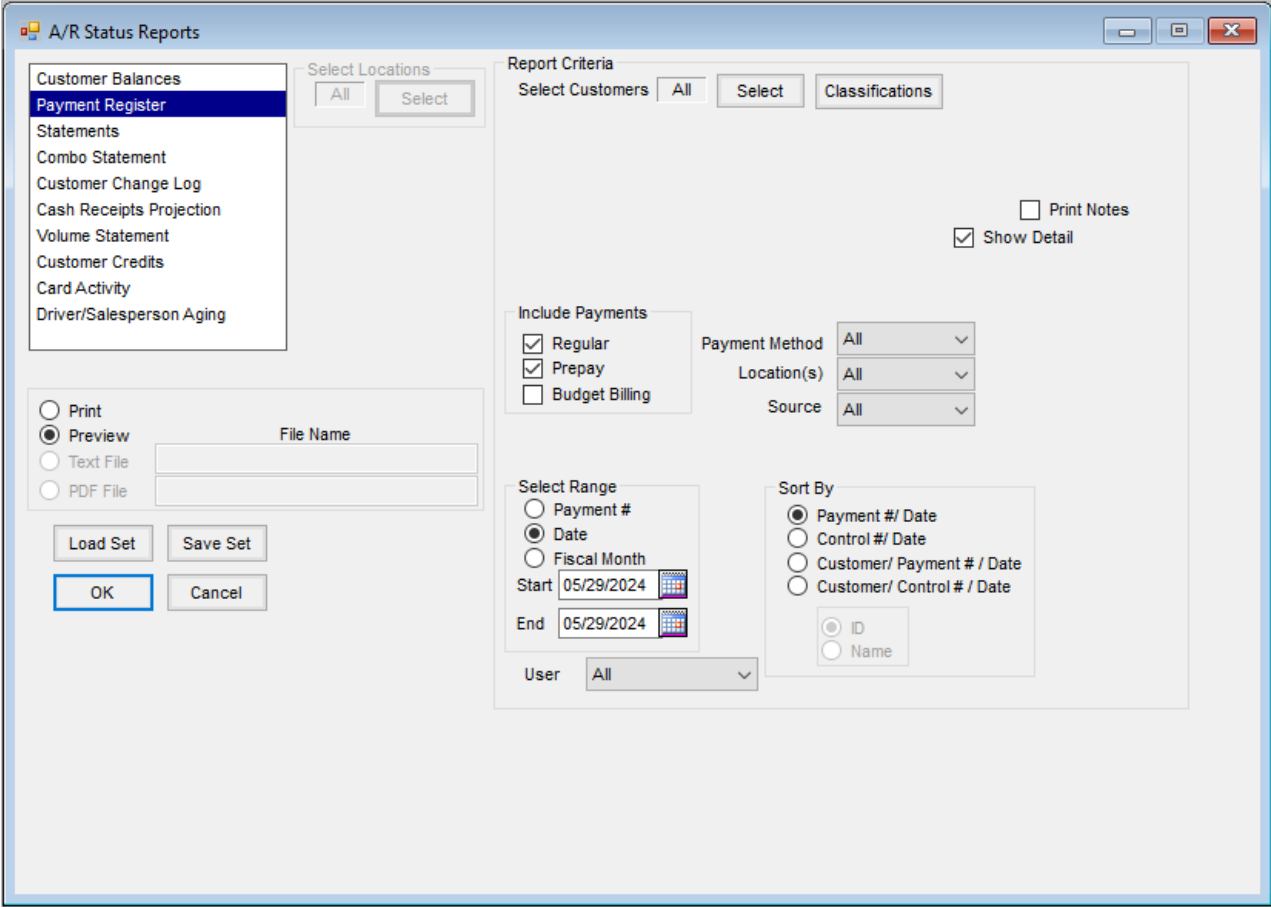


Payment Register

Last Modified on 05/29/2024 2:17 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 & 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. Optionally, 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, use the **Select** button.
- **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 selected, including selecting all three options.

- **Payment Method** – Default is *All*. Optionally, select a specific *Payment Method* from the list.
- **Location** – Default is the Location selected upon logging into Agvance. Optionally, select a different Location from the list.
- **Source** – 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** – 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
			<i>Invoices Paid:</i>								
			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
			<i>Invoices Paid:</i>								
			1200494	1,419.00							
120261		05/29/2024	628	Charlie Hills		Credit Card		375.00	375.00	0.00	375.00
			<i>Invoices Paid:</i>								
			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					