Print the Statement of Itemized Payments Report

The Statement of Itemized Payments report lists all payments a Payer has made on invoices for a selected timeframe. For example, you can print this report for an entire week, month, year, and more. Each payment is listed on a separate line and includes the invoice number, payment method, invoice total, payment total, and so on. The sum of all payment totals is also included.

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Accounting Reports**.
3. Click the **Report** drop-down menu and select **Statement of Itemized Payments**.
4. Click the **Payers** drop-down menu and select the payer for whom to print this report. You can also select **All Payers**.
5. Click the **Date Range** drop-down menu and select a date range for which to run this report. You can also select **Custom** to set a custom date range in the **From** and **To** boxes.
6. Click **Run**.