

Print the Statement of Itemized Payments Report

Last Modified on 02/09/2023 8:04 am
CST

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**.

Invoice Date	Billed To	Invoice Number	Payment Date	Payment Type	Billing Period	Invoice Total	Payment Amount
09/24	Rugen, Count	10006	09/28	Credit Balance	09/22/20 - 09/30/20	\$166.00	\$110.00
09/24	mother qa, Julia	10007	09/29	CC	09/23/20 - 09/30/20	\$148.00	\$100.00
09/24	father qa, Julia	10007	09/29	Cash	09/23/20 - 09/30/20	\$148.00	\$48.00
09/24	father qa, Julia	10007	09/29	Credit Balance - Refund	09/23/20 - 09/30/20	\$148.00	\$148.00
09/24	mother qa, Julia	10013	09/28	CC	07/01/20 - 09/30/20	\$255.00	\$100.00
09/24	Carrot, Fresh	10014	09/24	CC	09/11/20 - 09/25/20	\$200.00	\$200.00
09/24	mother qa, Julia	10029	09/25	CC	09/21/20 - 10/02/20	\$420.00	\$168.00
09/24	father qa, Julia	10029	09/25	Cash	09/21/20 - 10/02/20	\$420.00	\$100.00
09/25	Carrot, Fresh	10018	09/25	ACH	09/15/20 - 09/21/20	\$45.00	\$45.00
09/25	Carrot, Fresh	10031	09/25	Check #43	09/01/20 - 09/03/20	\$544.00	\$10.00
09/25	Carrot, Fresh	10031	09/28	Check #11112222	09/01/20 - 09/03/20	\$544.00	\$539.00
09/25	Carrot, Fresh	10031	09/28	CC	09/01/20 - 09/03/20	\$544.00	\$100.00
09/25	Carrot, Fresh	10031	09/25	Check #10 - Refund	09/01/20 - 09/03/20	\$544.00	\$(5.00)
09/25	Carrot, Fresh	10031	09/28	Cash - Refund	09/01/20 - 09/03/20	\$544.00	\$(100.00)
09/28	Rugen, Count	10035	09/28	Cash	09/12/20 - 09/30/20	\$160.00	\$110.00
09/28	Test, Keith	10038	09/28	Cash	09/28/20 - 10/09/20	\$962.50	\$962.50