

Payment Detail

The "Payment Detail" report includes all payments taken whether or not they are applied to an invoice. The report will list subtotals for each type of payment taken: cash, check, visa, etc.

An unapplied payment will show up as the type of payment that was made and, in the invoice, # column you will see "unapplied" along with 0.00 in the column for the applied amount. Due to this it is possible for the Payment Amount total and the Applied Amount total to be different.

You have an option to print this report or export Source details to a PDF, Excel, or CSV file

Type: Type of payment taken (cash, visa, check, etc)

Ref No: Reference number of the payment.

Payment Amount: Amount of payment taken.

Card/Check#: check or credit card number associated with payment.

Payment Date: The payment date will be the actual date you took in the payment no matter what date you assigned the payment.

Invoice# The number of the invoice that the payment was applied to. **Note:** you can click on this field and it will display the invoice.

Applied Amount: The amount of the payment that was applied to an invoice.

Invoice Date: The original date of the invoice.

Customer- The customer the payment was applied to. **Note:** you can click on this field and it will display the customer information.

User: User ID of the person applying the payment

Payment detail report will show payments on the date that you enter them into the system no matter what date you "assigned" to them when you entered them.



If you have a single payment that was applied to multiple invoices and you void one of the invoices, the payment will show as a reverse () on the payment detail report in the applied amount column.

*Historical

Payment Detail

From: 7/26/2013 To: 7/26/2013 11:59:59 PM

Type	Ref No	Payment Amount	Card/Check#	Payment Date	Invoice#	Applied Amount	Invoice Date	Custo
Cash	6416	\$300.00		7/26/2013 8:49:58 PM	7725	\$54.80	5/9/2013	19917
				7/26/2013 8:49:58 PM	7725	(\$54.80)	5/9/2013	19917
				7/26/2013 8:49:58 PM	7856	\$79.45	5/14/2013	19917
				7/26/2013 8:49:58 PM	7856	(\$79.45)	5/14/2013	19917
				7/26/2013 8:49:58 PM	7865	\$90.95	5/14/2013	19917
				7/26/2013 8:49:58 PM	7867	\$74.80	5/14/2013	19917
	Total	\$300.00						