

Payments By Employee

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The Payments By Employee Report is a custom designed report for one particular SedonaOffice customer. This report is designed to show customer payments entered by the employee entering the payment.

This report may be printed to paper or you may click the Export button to save as a .csv type file. The Export file contains additional columns of information that do not show on the printed version of the report due to available space.

The printed version of the report will show the total amount of a customer payment and to which invoice numbers the payment was applied. The amount applied to each invoice is not shown on the printable version.

The export version of this report contains three columns not available on the printable version:

- Department Code - The department linked to the employee in the Employee setup table. If the payment was an auto-pay transaction created through the cycle billing posting process, then the Department Code in the export file will be listed as "Cycle Payments".
- Applied Amount - The amount that was applied to invoices. If the Invoice Number field = 0, then the amount will be shown in the Unapplied Amount column.
- Unapplied Amount - Amount of the payment that was saved as either Unapplied Cash or an Advance Deposit.

Report Selections

This report requires a selection of either an Accounting Period range or a specific date range. Select one of the two radio button options to enter the desired period of time to include on the report.

Accounting Period - This will default to the current accounting period. When selecting this option you may select a single accounting period or a range of accounting periods.

Dates - Selecting this option allows you to select any date range. When using this option, you must enter a start date and an end date.

The screenshot shows a dialog box titled "Payment By Employee" with a "General" tab. It features two radio button options: "Accounting Period" (which is selected) and "Dates". Under the "Accounting Period" option, there are two dropdown menus, both displaying "10 10/1/2017 - 10/31/2017". Under the "Dates" option, there are two empty text input fields. At the bottom of the dialog, there are three buttons: "Ok", "Export", and "Cancel".