

# Payments Received

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The Payments Received Report prints customer payments which meet the criteria of the options selected. The Report will print each customer payment and where it was applied (invoices, unapplied cash, advance deposit or a miscellaneous G/L Account). This report is grouped and subtotaled by Branch and displays totals at the end of the report.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

## Report Selections

**Branch** - The default is to display data for All Branches. If the data for only certain Branches is desired, you may highlight the first Branch, then depress the CTRL key and highlight additional Branches within the list.

- *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

- *Show Each Branch* - If this option is selected, a new page will begin with each unique Branch. Totals are printed after all data is printed for a Branch. The last page of the report will print Totals by Branch and a Grand Total for all Branches.

**Date Range** - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

**Summary Report by Date** - If this option is selected, total amounts will be printed for each unique date within the selected date range.

The screenshot shows a dialog box titled "Payments Received" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Branch" and "Date Range".

**Branch Section:**

- A list box containing: All (highlighted), Michigan, National Accounts, North Carolina, and Ohio.
- Three checked checkboxes: "Hide Inactive Branches", "Show Each Branch", and "Page Break After Branch".

**Date Range Section:**

- Two radio buttons: "Accounting Period" (selected) and "Dates".
- "From:" field: A dropdown menu showing "10 10/01/17 - 10/31/17" and an empty text box to its right.
- "To:" field: A dropdown menu showing "10 10/01/17 - 10/31/17" and an empty text box to its right.
- A checkbox labeled "Summary report by Date" which is currently unchecked.

At the bottom right of the dialog are two buttons: "Ok" and "Cancel".