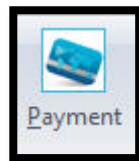
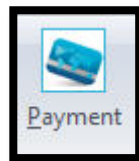




Payment Report (Alt + P)

This report shows the detailed record of all the entries done under Payment module.



On clicking the  option or on pressing the shortcut (Alt+ P), “Payment Report” window will appear.

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, from A/c (bank or cash account), with optional viewability of attachments, cheque details, bill details, cost center details, refund details, currency details, internal notes and voucher narration.



User can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Payment Report.

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Load Report Export Print Help Close <Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Payment Details									
Date	No	Branch	From A/c	Total Amount (Base)	Cancelled	Dr/Cr	To A/c	A/c Amount(Base)	Type
01-08-2020	P/4/T	DEMO BRANCH	Cash Account	334,176.00		Dr	CYGNET INFOTECH PRIVATE LIM...	334,176.00	Bill To Bill
30-09-2020	1	DEMO BRANCH	Cash Account	98,000.00		Dr	Debtor1	98,000.00	On Account
28-11-2020	2	DEMO BRANCH	KOTAK BANK	3,539.00		Dr	ARULDASS SHEBAJENITTA	3,539.00	Bill To Bill
28-11-2020	3	DEMO BRANCH	KOTAK BANK	98,700.00		Dr	BHAGWANSINGH SHOBHA	98,700.00	New Refer
30-12-2020	P/1/T	DEMO BRANCH	Cash Account	98,000.00		Dr	ARULDASS SHEBAJENITTA	98,000.00	On Account
30-12-2020	P/2/T	DEMO BRANCH	Cash Account	10,290.00		Dr	ARULDASS SHEBAJENITTA	10,290.00	Bill To Bill
11-01-2021	P/3/T	DEMO BRANCH	Cash Account	1,545.00		Dr	BHAGWANSINGH SHOBHA	1,545.00	On Account
12-01-2021	56PAY	DEMO BRANCH	KOTAK BANK	8,900.00		Dr	BHAGWANSINGH SHOBHA	8,900.00	Advance
12-01-2021	pay5	DEMO BRANCH	KOTAK BANK	10,557.00		Dr	BHARTI AIRTEL LIMITED	10,557.00	Bill To Bill
28-01-2021	P/5/T	DEMO BRANCH	KOTAK BANK	98,000.00		Dr	CESS	98,000.00	On Account
19-02-2021	P/6/T	DEMO BRANCH	KOTAK BANK	94,052.00		Dr	ARULDASS SHEBAJENITTA	94,052.00	New Refer
22-02-2021	P/7/T	DEMO BRANCH	Cash Account	33,676.00		Dr	ARULDASS SHEBAJENITTA	33,676.00	Bill To Bill
23-02-2021	P/11/T	DEMO BRANCH	Cash Account	10,000.00		Dr	ARULDASS SHEBAJENITTA	10,000.00	On Account
25-02-2021	12345	DEMO BRANCH	KOTAK BANK	15,000.00		Dr	BHAGWANSINGH SHOBHA	15,000.00	Bill To Bill
11-03-2021	14455	DEMO BRANCH	KOTAK BANK	10,000.00		Dr	BHARTI AIRTEL LIMITED	10,000.00	Advance
17-03-2021	P/8/T	DEMO BRANCH	KOTAK BANK	12,000.00		Dr	ARULDASS SHEBAJENITTA	12,000.00	Advance
Total				936,435.00				936,435.00	

User can download the attachment (if any) directly from the entry itself.

Drill down entry

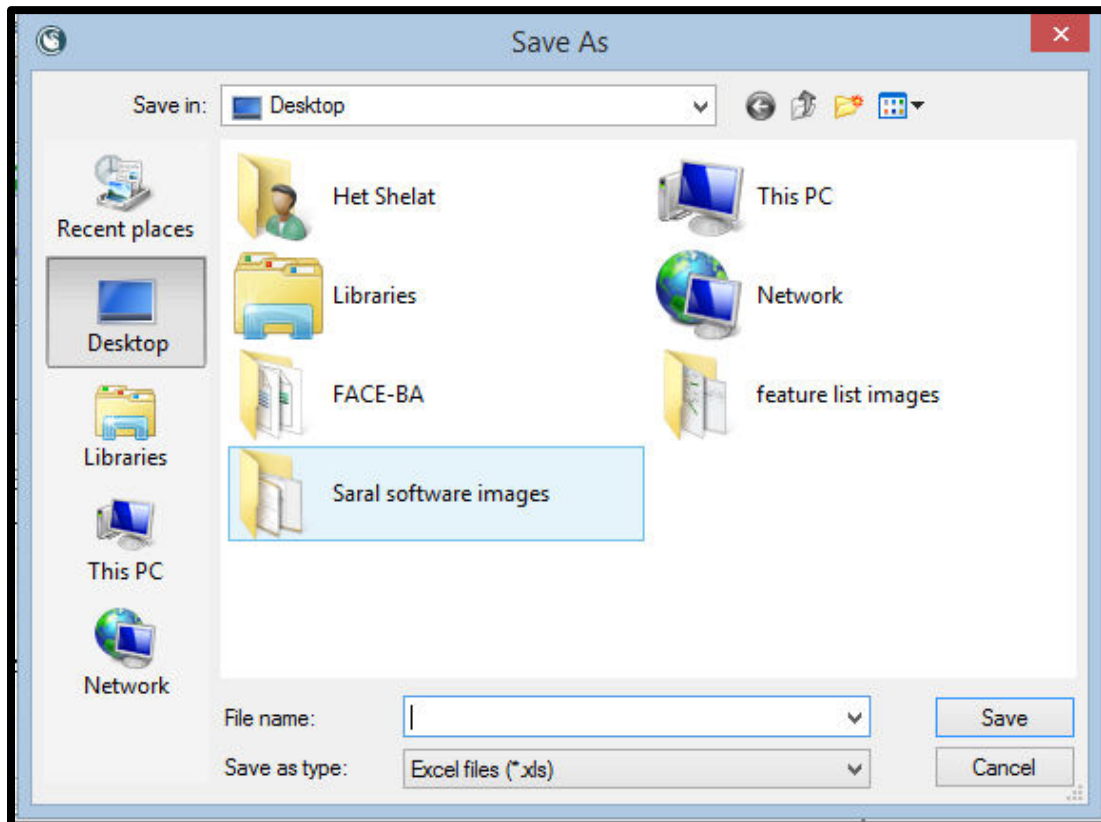
To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that payment voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

Print (Alt + P)

On clicking the Print (Alt + P) button, print preview window will appear.



[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Payment Report Tab.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Payment Report will get closed.