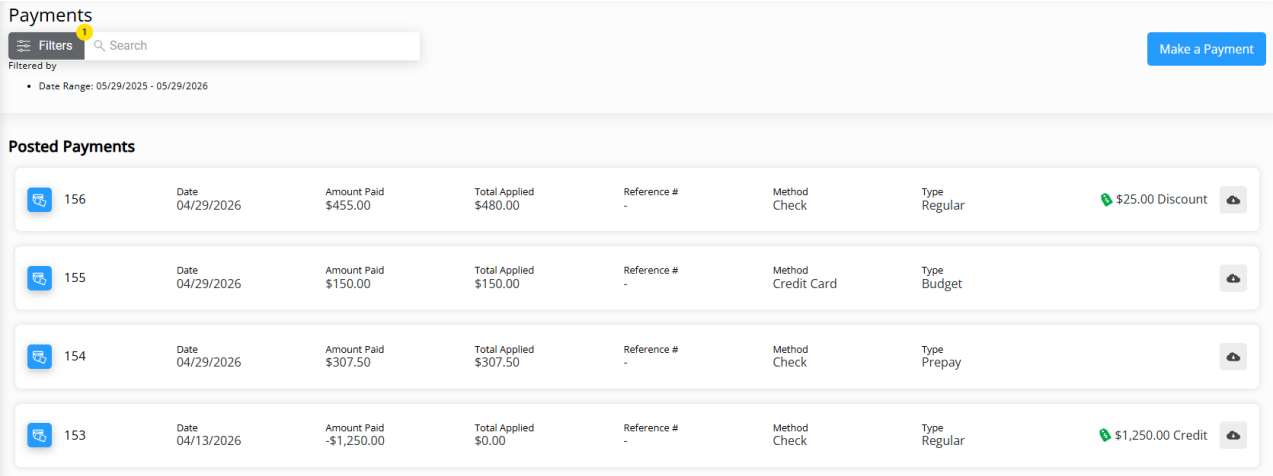
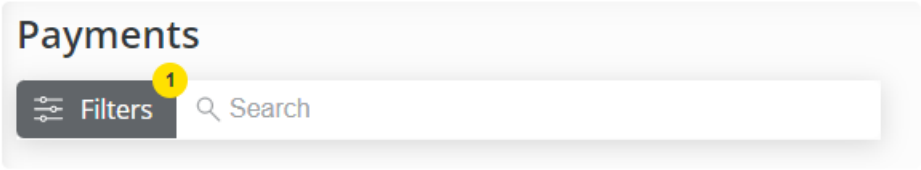
Viewing Payments

Last Modified on 10/06/2026 8:11 am CDT

A listing of all payments made toward the account can be viewed from the *Payments* menu. This includes both Regular Invoice payments and Prepay applied towards the account. Discounts taken (if applicable) are indicated on the far right of the payment line.

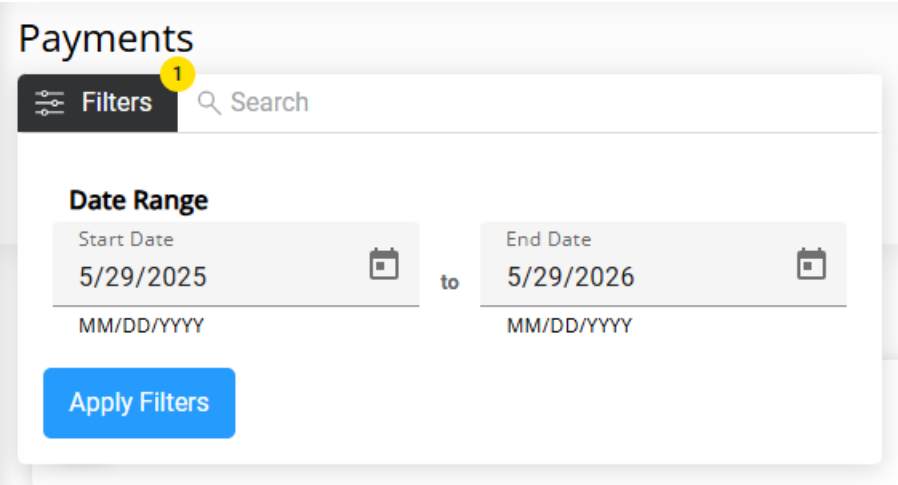


Use the *Search* field to search by *Payment #*, *Reference #*, or payment *Type* (Regular, Prepay, or Budget). Using the *Search* field filters the data down by matching results.



Filter the data further by using the *Date Range* filters to display results for payments with a payment date within the selected date range. The *Date Range* filter can be utilized in conjunction with the *Search* feature.

Select the **Calendar** icon on the filter and choose a date from the calendar that displays. Or, select in the *Date Range* fields and key in the desired start and end dates. Choose **Apply Filters** when finished.



The filters selected display below the **Filters** button.

