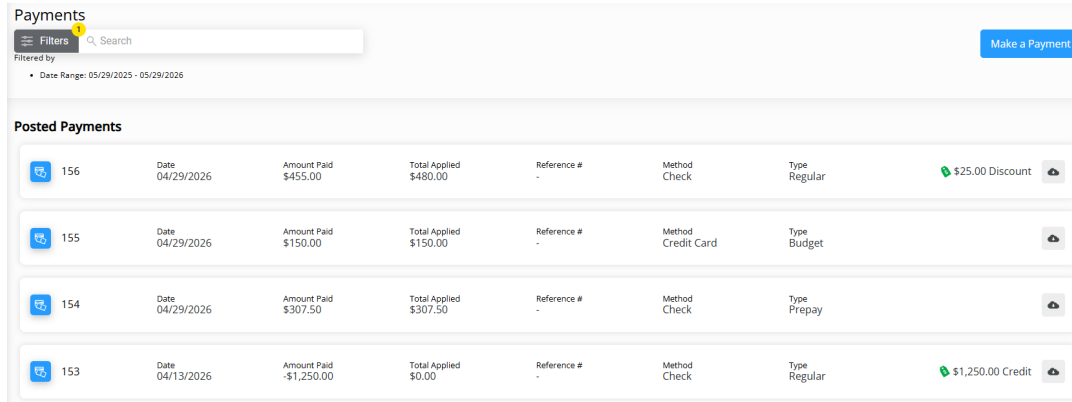


# Viewing Payments

Last Modified on 06/09/2026 10:57 am CDT

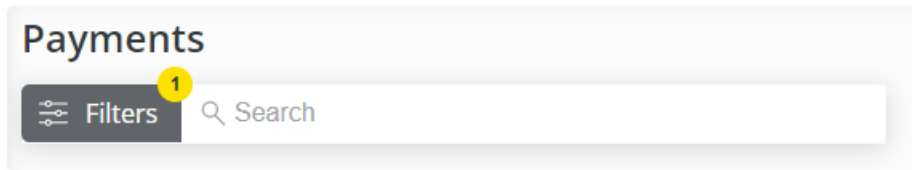
A listing of all payments made toward the account can be viewed from the *Payments* menu. This includes both Regular Invoice payments and Prepay applied towards the account. Discounts taken (if applicable) are indicated on the far right of the payment line.



The screenshot shows the 'Payments' interface with a search bar and a 'Make a Payment' button. Below the search bar, there is a 'Filtered by' section showing a date range of 05/29/2025 - 05/29/2026. The main content is a table of 'Posted Payments' with the following data:

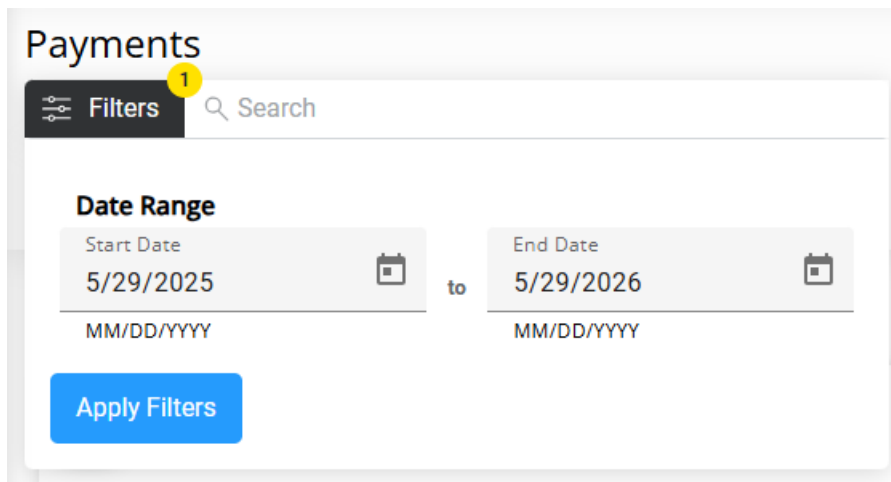
Payment #	Date	Amount Paid	Total Applied	Reference #	Method	Type	Notes
156	04/29/2026	\$455.00	\$480.00	-	Check	Regular	\$25.00 Discount
155	04/29/2026	\$150.00	\$150.00	-	Credit Card	Budget	
154	04/29/2026	\$307.50	\$307.50	-	Check	Prepay	
153	04/13/2026	-\$1,250.00	\$0.00	-	Check	Regular	\$1,250.00 Credit

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.

## Payments

 **Filters** 1  Search

Filtered by

- Date Range: 05/29/2025 - 05/29/2026