

# How to Print Payment Receipt

- 1. Open the Receive Payments Detail record that you need to print.
- 2. Click the **Print** button.

Receive Payments Detail - ABC Reseller

New

Save

Search

Delete

Undo

Print

Unpost

Recap

Close

Details

Audit Log (7)

Customer No:

0001005095

Date Paid:

- 3. Click **Yes** button on the confirmation message.



iRely i21

Do you want to print this report: Payment Receipt Report/s?

Yes

No

Here is a sample Receive Payments Detail and its Payment Receipt report.

Receive Payments Detail - ABC Reseller

New

Save

Search

Delete

Undo

Print

Unpost

Recap

Close

Details

Audit Log (7)

Customer No:

0001005095

Date Paid:

6/29/2016

Record No:

RCV249

Location:

0001 - Fort Wayne

Bank Account:

68215422

Payment Method:

Check

Amount Paid:

131.24

Unapplied Amount:

0.00

Check No:

Currency:

USD

Apply on Account:

☐

Apply to Budget:

☐

Notes:

Sample Payments.

Q View Invoice

Layout

Filter Records (73)

Location

Due Date

Invoice No.

Terms

Invoice Total

Discount

Interest

Amount Due

Payment

☐

0001 ...

7/29/2016

SI-445

5% 5, Net 30

38.15

1.91

0.00

0.00

36.24

☐

0001 ...

7/29/2016

SI-447

5% 5, Net 30

100.00

5.00

0.00

0.00

95.00

138.15

6.91

0.00

0.00

131.24

Printed

Page 1 of 1

i21 Source Company

4343 Taggart Cove  
Carmel, IN 46033, United States

Payment Receipt

Wednesday, June 29, 2016

Location:

0001 - Fort Wayne

Record No:

RCV249

Currency:

USD

Date:

06/29/2016

Customer No:

0001005095

Check No:

Customer Name:

ABC Reseller

Batch No:

BATCH1307

Address:

ABC Reseller  
ABC Reseller  
Somerset St.  
Indianapolis, IN 46204, United States

Notes:

Sample Payment

Inv No.

Type

Due Date

Inv Total

Discount

Interest

Payment

SI-445

Invoice

07/29/2016

38.15

1.91

0.00

36.24

SI-447

Invoice

07/29/2016

100.00

5.00

0.00

95.00

138.15

6.91

0.00

131.24

Pending Invoices

2,514.29

Pending Payments

0.00

Account Balance After Pending Invoices/Payments

-1,816.54

Your Receipt - Thank You

Page 1 of 1

## Related Topics

- [How to Upload a Company Logo for Reports](#)
- [How Include Entity Name on Address works](#)