

Work Order Payments Report

Last Modified on 10/26/2023 9:34 am EDT

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The Work Order Payments report provides a comprehensive breakdown of each work order that is associated with a payment transaction. Only work orders that have a payment transaction recorded in the Payments tab and meet additional filtering parameters are included in the report.

PARAMETER	VALUE
Start Date *	
End Date *	
Division	
Created By User	
Payment Type	
Disposal Location	

[RUN REPORT](#) [RUN AS EXCEL](#)

Required Permissions

Permission ID	Permission Name
154	Standard AR / Report
155	Standard Account / Report

Report Parameters and Descriptions

Parameter	Value Description
Start Date	Filters the report to the start date selected.
End Date	Filters the report for the end date selected.
Division	Filters the report to only return results for the selected division.
Created By User	Filters the report to the user who created the work order.
Payment Type	Filters the report to only return results matching the payment type selected.
Disposal Location	Filters the report to only return results matching the selected Disposal Location.

Run the Report

1. Choose a **Start Date** and an **End Date** to establish the time frame for the report to retrieve results.
2. Optional filters to apply:
 - o **Division**
 - o **Created By User**
 - o **Payment Type**
 - o **Disposal Location**
3. Select 'Run Report' or 'Run as Excel.'
 - o *Run Report:* results of the generated report will display in a new window tab.

o Run as Excel: results will be exported to Excel for the user to open and view.

Understand The Report

Work Order Payments								Page 1 of 1	
ACCT #	ACCOUNT NAME	WO #	TICKET #	PAYMENT DATE	PAYMENT TYPE	REFERENCE	NOTE	AMOUNT	
HOUSTON, By: Lori Sheldt, Payment Type: ACH									
43185	A & A CLEANING SERVICES	6049671		05/17/2023	ACH	Hou-6049671-Coast		14.00	
43885	MACHINING SPECIALISTS INC	6049672		05/17/2023	ACH	Hou-6049672-Coast		15.00	
46221	Able Self Storage	5831488		05/17/2023	ACH	Hou-5831488-Coast		16.00	
							Total	Records - 3	\$ 45.00
HOUSTON, By: Lori Sheldt, Payment Type: Cash									
43694	Frontier Waste Solutions	6116779		06/01/2023	Cash	cash	4th - cash - lonestar	104.00	
48921	Scale Test Account	5881606		05/23/2023	Cash	cash		56.25	
48921	Scale Test Account	5982060	40956	05/24/2023	Cash	cash		11.00	
48921	Scale Test Account	5982059	40955	06/01/2023	Cash	one	cash one	1.00	
48921	Scale Test Account	6536138	41017	08/16/2023	Cash	1126	1126 am eastern	55.00	
							Total	Records - 1	\$ 227.25
HOUSTON, By: Lori Sheldt, Payment Type: Check									
43303	HCA PEARLAND	6048950		05/16/2023	Check			211.00	
43303	HCA PEARLAND	6049669		05/17/2023	Check	Houston-6049669-coastal		11.00	
43357	AIR SPECIALIST	6116780		06/01/2023	Check	CK354	6th with Coast	106.00	
43357	AIR SPECIALIST	6116781		06/01/2023	Check	CK235	7 to lonestar - pymt saved \ WO Not	107.00	
43662	COP-PUBLIC WORKS SERVICE	5666166		06/01/2023	Check	CK878	first check	101.00	
43694	Frontier Waste Solutions	6116779		06/01/2023	Check	CK654534	third - lonestar on service record	103.00	
48921	Scale Test Account	5881605		05/23/2023	Check	CK2435		65.00	
48921	Scale Test Account	6082652		05/23/2023	Check	CK2567		67.28	
48921	Scale Test Account	6116091	40979	05/30/2023	Check	923	payment for drop off	25.50	
48921	Scale Test Account	6082652		05/31/2023	Check	55		43.00	
48921	Scale Test Account	5689240	40909	06/01/2023	Check	CK 534	2nd ck - lone star	102.00	
48921	Scale Test Account	5982059	40955	06/01/2023	Check	two	check two	2.00	
							Total	Records - 7	\$ 943.78
HOUSTON, By: Lori Sheldt, Payment Type: Debit Card									
48921	Scale Test Account	5982059	40955	06/01/2023	Debit Card	four	Debit four	4.00	
							Total	Records - 1	\$ 4.00
HOUSTON, By: Lori Sheldt, Payment Type: Money Order									
48921	Scale Test Account	5982059	40955	06/01/2023	Money Order	five	Money Order five	5.00	
							Total	Records - 1	\$ 5.00
							Grand Total	Records - 22	\$ 1,225.03

Descriptions

Columns	Descriptions
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Acct #	Displays the account number associated with the work order payment.
Account Name	Displays the account name associated with the work order payment.
WO #	Displays the work order's number the payment is linked to.
Ticket #	Displays the scale ticket number included within the work order.
Payment Date	Displays the date payment was applied to the work order.
Payment Type	Indicates the type payment that was received (check, cash, ACH, credit card).
Reference	Displays the reference details for a payment.
Note	Displays any notes that were added when a payment was applied to a work order.
Amount	Displays the payment amount that was applied to the work order.
