

# Statements

If you have pre-printed statement forms, please use the [statement run create](#) option. If your statements are going to be printed on regular paper, please use the [blank statement create](#) option.

## Statement Run – Create

### 1. ACCOUNTS RECEIVABLE > 5. MONTH END PROCESSING > 4. CREATE STATEMENTS > 1. STATEMENT RUN-CREATE

This option is for statements printing on special forms.

The statements must be created prior before the first **end of day process** for the new month, otherwise new charges will appear on the statements as future

1. Starting Customer
2. Ending Customer

The statements will be based on the **starting** and ending **customer** range entered here, and the **Statement flag** from the customer record in **data file maintenance > Customer Maintenance**. If the response to that flag was [N], then no statement will be created in this step.

#### 5. Statement Message

Enter any message that you wish to appear on **all** statements. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing [enter] here will default to that message.

#### 7. Show Prompt Pay

Use [y] if you are allowing prompt pay discounts and wish to notify the customer of the amount of the discount available to them.

#### 8. Prompt Pay Message

If you wish to show the value of any prompt pay discount on the statement, reply Y and then enter in the text that you want to appear on the statement next to the discount amount. If a default message was entered in **accounts receivable > data maintenance > statement text**

**maintenance** then pressing [**enter**] here will default to that message.

#### 10. GST Message

If you wish to show the value of any GST associated with the charges on the statement, reply [**Y**] and then enter in the text that you want to appear on the statement next to the amount. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing [**enter**] here will default to that message.

#### 12. PST Message

If you wish to show the value of any PST associated with the charges on the statement, reply [**Y**] and then enter in the text that you want to appear on the statement next to the amount. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing [**enter**] here will default to that message.

#### 14. Freight Message

If you wish to show the value of any freight associated with the charges on the statement, reply [**Y**] and then enter in the text that you want to appear on the statement next to the amount. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing [**enter**] here will default to that message.

#### 16. Taxes Message

These fields will default to the values you previously entered in **Accounts Receivable > File Maintenance > Statement Text Maintenance**. You may change them here for this statement run.

#### 18. Only Overdues

You can further define the range of customers to include on this statement run. If you select this option, then only customers with overdue accounts will have a statement created for printing.

#### 19. Show Zeros

If you wish to print statements even for customers where the balance of the account is zero, then select this option. Customers with no activity and a zero balance are not included, only those with activity in the period.

#### 20. Show Credits

If you wish to print statements for customers where the balance of the account is negative, then select this option.

#### 21. Sequence

The statements can be created to print in customer number [**n**] or customer name [**a**] order.

## 22. SEND VIA FAX/EMAIL

Y(es) or N(o) to send electronic data for all customers having contact information set up customer master file EDI info.

## 23. PRINT PAPER COPY ALSO

Offers the option to print hard copy Y(es) or N(o) for those getting their statement electronically. Customers not set up with EDI information will print hard copies.

## 24. SHOW FUTURES

This option is to allow you to complete your accounts receivable month end after the first of the month and only print invoices from the previous month on the statement.

# Statement Run – Align

## **1. ACCOUNTS RECEIVABLE > 5. MONTH END PROCESSING > 4. CREATE STATEMENTS > 2. STATEMENT RUN - ALIGN**

Place your statement forms in the printer, and then use this option to test your alignment. Continue until the form is correctly aligned and then [**Q**]uit this function.

# Statement Run – Print

## **1. ACCOUNTS RECEIVABLE > 5. MONTH END PROCESSING > 4. CREATE STATEMENTS > 3. STATEMENT RUN - PRINT**

Before running this option, make sure that the alignment has been done. The statements will print according to the parameters you have set up in the **Statement Run - Create** (or **blank paper statement create**) option and when the statements have finished printing, the **Statements Menu** will re-display.

# Blank Paper Statements – Create

## **1. ACCOUNTS RECEIVABLE > 5. MONTH END PROCESSING > 4. CREATE STATEMENTS > 4. BLANK PAPER - CREATE**

If you have decided to use plain paper instead of pre-printed forms for your statements, then use this option in place of **Accounts Receivable > AR Month End > Statements > Statement Run - Create**, then continue with the steps for aligning and printing. The blank paper format is identical to the one that creates statement for pre-printed form, only this option will also print your **company name** and **address**, along with **column headings**.

The statements must be created prior before the first **end of day** process for the new month, otherwise new charges will appear on the statements as future

1. starting customer
2. ending customer

The statements will be based on the **starting** and ending **customer** range entered here, and the **Statement flag** from the customer record in **data file maintenance > Customer Maintenance**. If the response to that flag was **[N]**, then no statement will be created in this step.

5. Statement message

Enter any message that you wish to appear on **all** statements. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing **[enter]** here will default to that message.

7. Show prompt pay

Use **[y]** if you are allowing prompt pay discounts and wish to notify the customer of the amount of the discount available to them.

8. Prompt pay mess

If you wish to show the value of any prompt pay discount on the statement, reply **Y** and then enter in the text that you want to appear on the statement next to the discount amount. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing **[enter]** here will default to that message.

10. GST message

If you wish to show the value of any GST associated with the charges on the statement, reply **[Y]** and then enter in the text that you want to appear on the statement next to the amount. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing **[enter]** here will default to that message.

12. PST message

If you wish to show the value of any PST associated with the charges on the statement, reply **[Y]** and then enter in the text that you want to appear on the statement next to the amount. If a default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing **[enter]** here will default to that message.

14. Freight message

If you wish to show the value of any freight associated with the charges on the statement, reply **[Y]** and then enter in the text that you want to appear on the statement next to the amount. If a

default message was entered in **accounts receivable > data maintenance > statement text maintenance** then pressing [**enter**] here will default to that message.

#### 16. Taxes message

These fields will default to the values you previously entered in **Accounts Receivable > File Maintenance > Statement Text Maintenance**. You may change them here for this statement run.

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You can further define the range of customers to include on this statement run. If you select this option, then only customers with overdue accounts will have a statement created for printing.

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If you wish to print statements even for customers where the balance of the account is zero, then select this option. Customers with no activity and a zero balance are not included, only those with activity in the period.

#### 20. Show credits

If you wish to print statements for customers where the balance of the account is negative, then select this option.

#### 21. SEQUENCE

The statements can be created to print in customer number [**n**] or customer name [**a**] order.

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Y(es) or N(o) to send electronic data for all customers having contact information set up customer master file EDI info.

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Offers the option to print hard copy Y(es) or N(o) for those getting their statement electronically. Customers not set up with EDI information will print hard copies.

#### 24. SHOW FUTURES

This option is to allow you to complete your accounts receivable month end after the first of the month and only print invoices from the previous month on the statement.