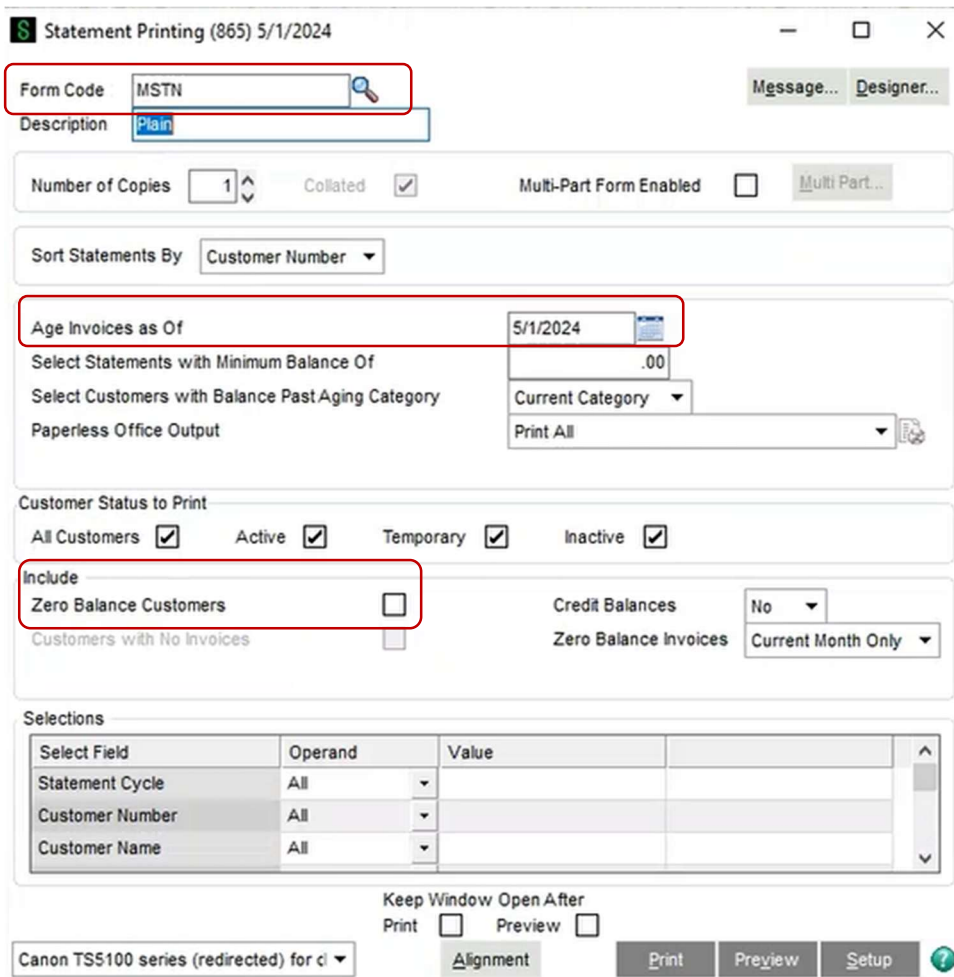


Customer Statement Printing

1. Go to Accounts Receivable > Period End > Statement Printing
2. Verify your Form Code is the form you want to use
 - a. If not, select magnifying glass to select a different form code
3. Enter the date for "Age Invoices as of"
4. If you would like to include "Zero Balance Customers" select box



Statement Printing (865) 5/1/2024

Form Code: MSTN

Description: Plan

Number of Copies: 1 Collated: Multi-Part Form Enabled:

Sort Statements By: Customer Number

Age Invoices as Of: 5/1/2024

Select Statements with Minimum Balance Of: .00

Select Customers with Balance Past Aging Category: Current Category

Paperless Office Output: Print All

Customer Status to Print:

All Customers Active Temporary Inactive

Include Zero Balance Customers

Customers with No Invoices

Credit Balances: No

Zero Balance Invoices: Current Month Only

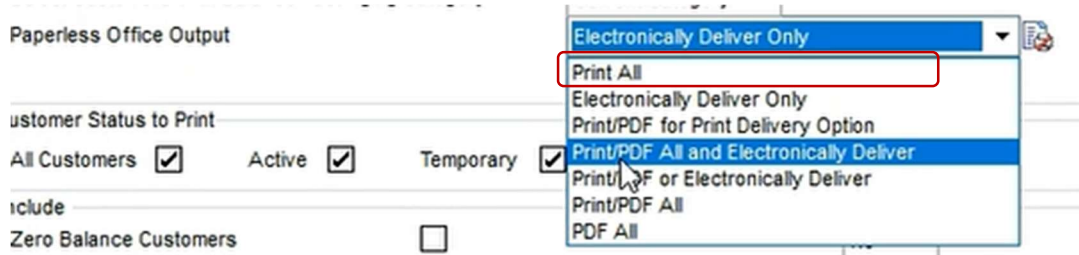
Selections

Select Field	Operand	Value
Statement Cycle	All	
Customer Number	All	
Customer Name	All	

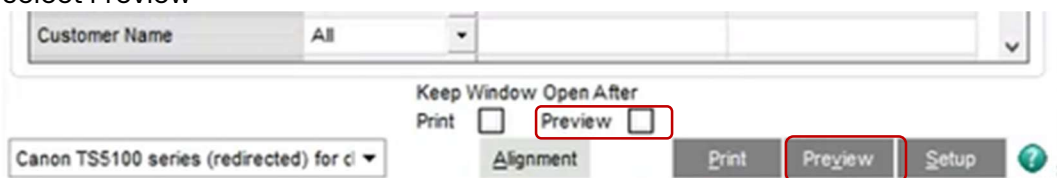
Keep Window Open After Print Preview

Canon TS5100 series (redirected) for cl

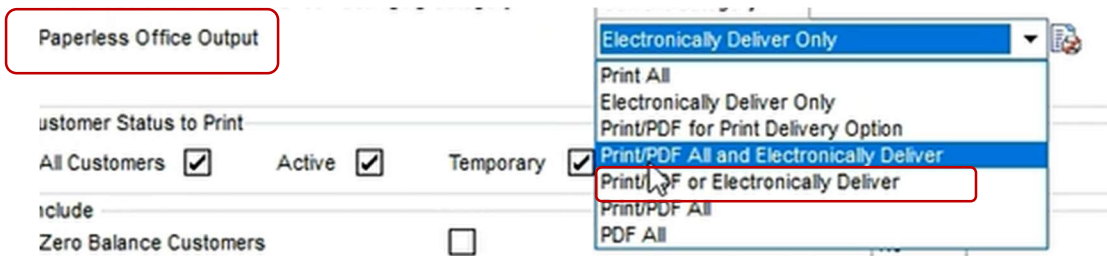
5. To preview the statements before sending them out. Select "Print All" for Paperless Office Output



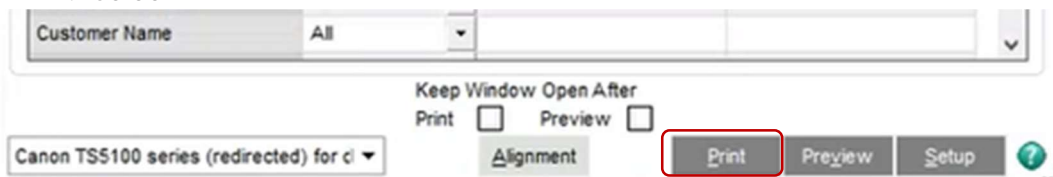
6. Select checkbox for Preview for "Keep Window Open After"
7. Select Preview



8. Close your preview window
9. If Paperless Office is set up, change Paperless Office Output to Print/PDF or Electronic deliver..



10. Select Print



11. If a customer calls and needs a statement, go to Accounts Receivable > Main > Customer Maintenance
12. Select customer
13. Go to Tab 6. Invoices
14. Select any invoice in list
15. Select 4th icon down "Print Statement Icon"

Customer Maintenance (865) 5/1/2024

Customer No. ABERDEEN
Name CITY OF ABERDEEN

Copy From... Renumber... More...

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/Os 9. InstaDocs

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Customer PO No.	Comment
0092128	Invoice	4/12/2024	5/12/2024		2,276.02	0.00	2,276.02	42599	
0092254	Invoice	4/23/2024	5/23/2024		2,197.85	0.00	2,197.85	42933	

Print Statement, A/E...

16. Verify information select print

Statement Printing (865) 5/1/2024

Form Code MSTN
Description Plain

Message... Designer...

Number of Copies 1 Collated Multi-Part Form Enabled Multi Part...

Sort Statements By Customer Number

Age Invoices as Of 5/1/2024
Select Statements with Minimum Balance Of .00
Select Customers with Balance Past Aging Category Current Category
Paperless Office Output Print All

Customer Status to Print
All Customers Active Temporary Inactive

Include
Zero Balance Customers Credit Balances No
Customers with No Invoices Zero Balance Invoices Current Month Only

Selections

Select Field	Operand	Value
Statement Cycle	All	
Customer Number	Range	ABERDEEN ABERDEEN
Customer Name	All	

Keep Window Open After
Print Preview

Canon TSS100 series (redirected) for d Alignment Print Preview Setup