

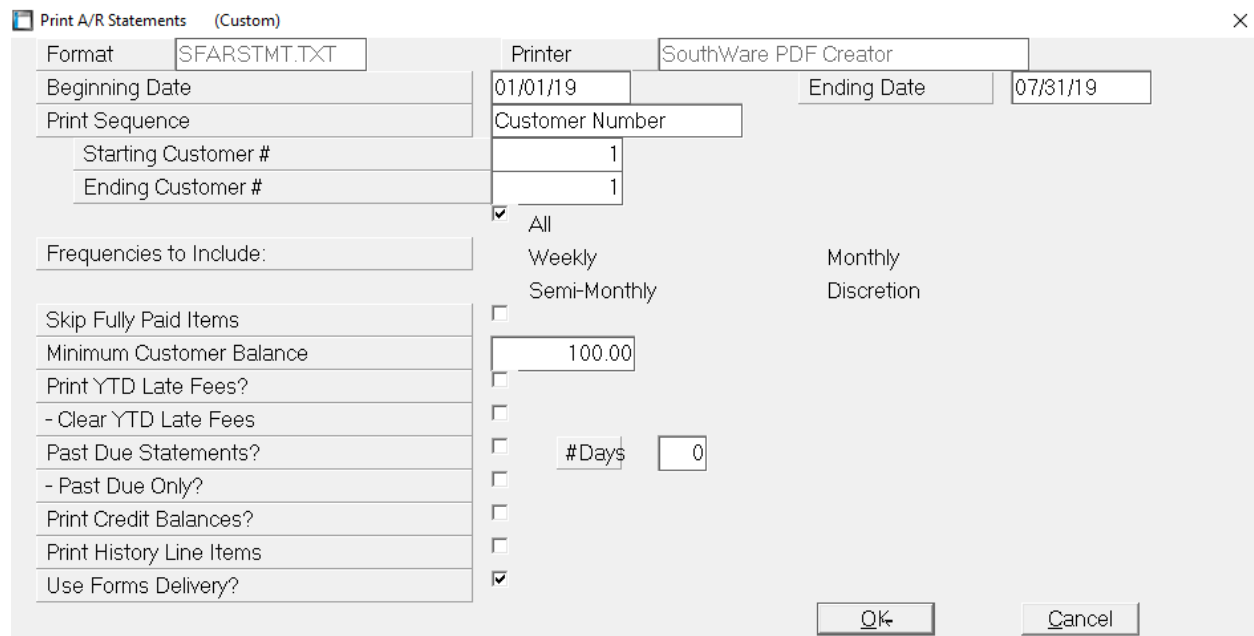
### Print AR Statements

Customer statements may be printed for any customer based on the statement frequency specified in the Customer Maintenance Record, field #11. You may print statements at any time, but a regular cycle should be established.

When printing statements, you may also select to print only Past Due Invoices. When you indicate to print past due statements, the system will ask for a minimum number of days past due. Statements will only be printed for customers who have at least one open item past due at least this number of days. A third question asks if you want to print past due items only, you may answer No to print all items on the statement for past due customers.

**Note:** After statements are printed and you answer that they are okay, the paid items for customers included in the statement cycle are moved to A/R history.

If you have a customer that you do not want to process statements for, you should make their statement frequency “N”one or “D”iscretionary (in the Customer Record, field #11). With this statement frequency, paid items will move to history when you close the period.



**Print A/R Statements (Custom)**

Format: SFARSTMT.TXT      Printer: SouthWare PDF Creator

Beginning Date: 01/01/19      Ending Date: 07/31/19

Print Sequence: Customer Number

Starting Customer #: 1

Ending Customer #: 1

Frequencies to Include:

- All
- Weekly
- Monthly
- Semi-Monthly
- Discretion

Skip Fully Paid Items:

Minimum Customer Balance: 100.00

Print YTD Late Fees?:

- Clear YTD Late Fees:

Past Due Statements?:  #Days: 0

- Past Due Only?:

Print Credit Balances?:

Print History Line Items:

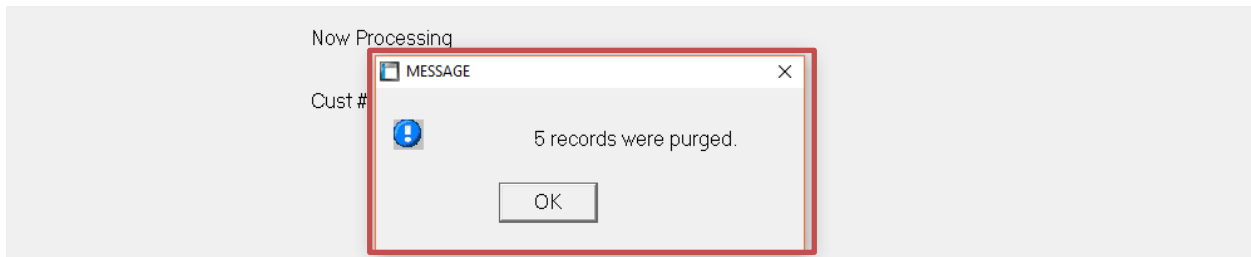
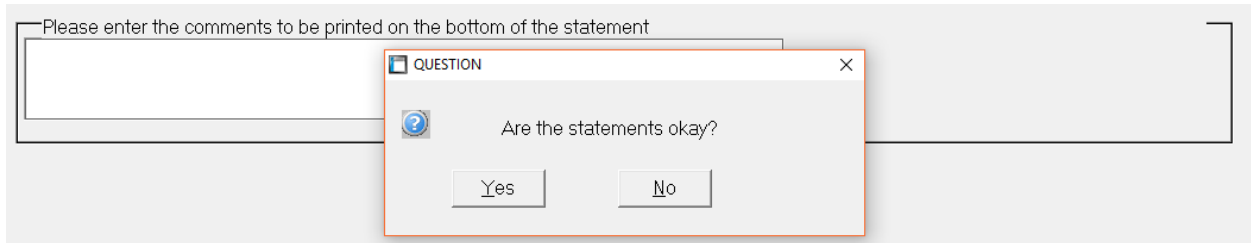
Use Forms Delivery?:

OK      Cancel

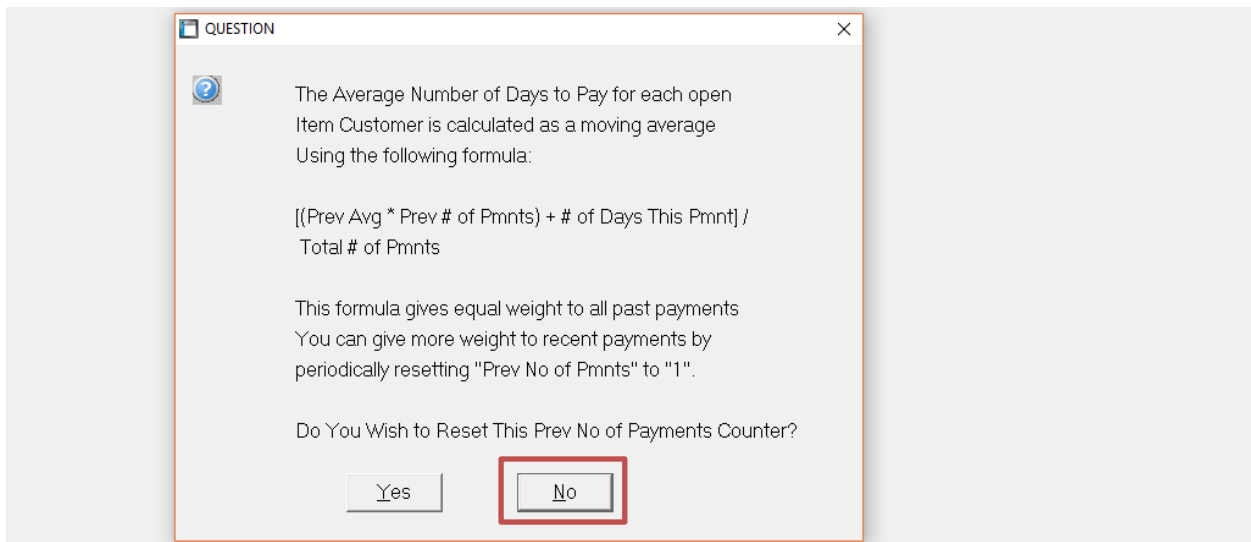
- **Beginning and Ending Date** – have different meanings based on the type of customers you have set up and the type of statements you are running.
  - For normal statements, enter the beginning date for the ranges of dates you want to show on the statement. The ending date is used for aging the invoices and as the cutoff date for items to appear. Any invoices or payments dated after this ending date will not be shown on the statement.
  - For Balance Forward Customers as indicated in Customer Record (field #11), the statement will show a beginning balance as of the date entered. **Note:** If there are payments after the ending date, the paid items are not moved to history.

- **Skip Fully paid items** – If you answer **Yes** (checkmark) to this question, the system will only print documents that still have an outstanding balance. **Note: The program will move all paid items to history BEFORE printing statements.** Answer **No** to this question to print all activity including fully paid items since the last statement run.

### Processing Statements



Records will be processed and sent to history. You will get a message stating records were purged from Open File.



You are asked if you would like to reset the average days to pay, typically this answer is **NO**. This value is stored per customer and gives you an idea of the timeliness of their account.