Customer Statements

Last Modified on 04/20/2022 4:49 pm EDT

The Customer Statements report option serves two purposes: generating customer statements and printing customer statements. On the customer record, if the delivery method is set to Print, users will print the statements that need to be mailed to the customer.

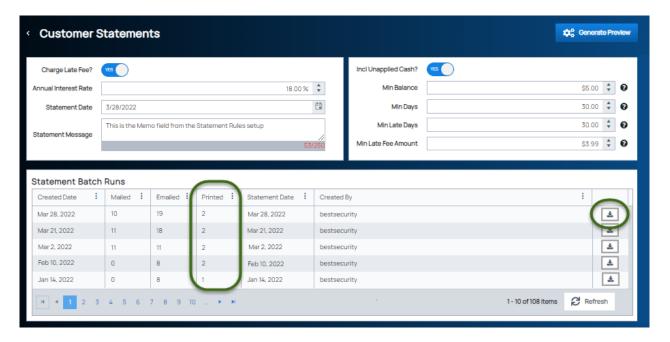
The statement generation process creates a .pdf file for customers that received printed statements. Users download the .pdf file and print the statements.

Print Customer Statements

To print customer statements, navigate to Reports > Accounts Receivable > Customer Statements.

The Customer Statements page is displayed. In the lower panel of the page is the Statement Batch Runs listing. If there is a value greater than 0 in the Printed column, click the download button to the right. In a few seconds, the statement file appears on the task bar. Open the file to print or to save to the desired location for printing later.

A sample statement is shown below.



Sample Customer Statement

Statement



Customer #	Statement Date	Total Due	Amount Paid
1035	04/01/2022	\$36,743.15	\$

To: Roger Waters 1000 Arnold Lane Kent, OH 44240

Remit To: Best Security 547 E. Washington Street Apt. 211 Chagrin Falls, OH 44023

Detach and return with your payment

Customer Name Roger Waters	Customer # 1035	Statemen	nt Date 04/01/2022	Amount Due \$20,579.84	
Invoice #	Invoice Date	Due Date	P.O. # Inv	voice Amount Amount Due	
Roger Waters, 1000 Arnold Lane Kent, (ОН				

Invoice #	Invoice D	ate Due Date	P.O. #	Invoice Amount	Amount Du
Roger Waters, 1000 Arnold Lane Kent, OH					
20571	10/01/20	18 10/01/2018	1	\$105.49	\$105.49
20555	09/01/20	18 09/01/2018	1	\$105.49	\$105.49
20526	06/01/20	18 06/01/2018	1	\$210.98	\$210.98
20539	08/01/20	18 08/01/2018	1	\$210.98	\$210.98
20512	04/01/20	18 04/01/2018	1	\$105.49	\$105.49
20499	03/01/20	18 03/01/2018	1	\$105.49	\$105.49
20487	02/01/20	18 02/01/2018	}	\$105.49	\$105.49
20415	12/01/20	17 12/01/2017	•	\$105.49	\$105.49
20440	01/01/20	18 01/01/2018	1	\$105.49	\$105.49
10197	12/06/20	16 12/06/2016	i	\$210.98	\$210.98
20260	10/01/20	17 10/01/2017	•	\$316.47	\$316.47
20240	07/26/20	17 07/26/2017	•	\$421.96	\$421.96
10189	10/23/20	16 10/23/2016	;	\$843.92	\$843.92
20213	01/06/201	17 01/06/2017	•	\$105.49	\$105.49
20224	03/02/20	17 03/02/2017	•	\$105.49	\$105.49
20227	03/10/20	17 03/10/2017	•	\$12,786.60	\$12,786.60
20229	04/05/20	17 04/05/2017	•	\$13.48	\$13.48
10179	02/26/20	16 02/26/2016	;	\$210.98	\$210.98
20281	11/02/20	17 11/02/2017		\$105.49	\$105.49
20291	11/01/20	17 11/01/2017		\$105.49	\$105.49
20300	11/01/20	17 11/01/2017	•	\$105.49	\$105.49
0-30 Days 31-60 Days Over 60 I	Days L	ate Fees \$16 163 31	Open Credits	Total Due	

0-30 Days	31-60 Days	Over 60 Days	Late Fees	Open Credits	Total Due
\$65.13	\$0.00	\$20,514.71	\$16,163.31	\$0.00	\$36,743.15
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CONTACT US

Billing Questions	Sales	Central Station	Service	Email	
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x123	,	, ,		,	
To pay online, please visit: http://bestsecurity.com					

Thank you for your business!