## **Print Statements**

Last Modified on 05/13/2025 4:32 pm EDT

To print statements that were created by the automated or manual process, navigate to Reports > Accounts Receivable > Customer Statements.

The lower panel of the page will list all Statement Batch Runs. Locate the batch you want to print, and then click on the download button.

In a few seconds, a .pdf file will be displayed on your taskbar. Double-click on the file to open and print.

Customer Statements								
Charge Late Fee?	<b>112</b>					Incl Unapplied Cash?	YES	
Annual Interest Rate	18.00 %					Min Balance		\$5.00 🗘 🕜
Statement Date	3/28/2022					Min Days	30.00 🗘 😧	
	This is the Memo field from the Statement Rules setup Min Late Days							30.00 🗘 🔞
Statement Message	53/250					Min Late Fee Amount		\$3.99 🗘 🕄
Statement Batch   Created Date :   Mar 28, 2022 :   Mar 21, 2022 :   Mar 2, 2022 :   Feb 10, 2022 :   Jan 14, 2022 :	Mailed :   10 :   11 .   11 .   0 .   0 .   4 5	Emailed : 19 18 11 8 8 7 8 9 10	Printed : 2 2 2 2 1 • •	Statement Date :   Mar 28, 2022    Mar 21, 2022    Mar 2, 2022    Feb 10, 2022    Jan 14, 2022	Created bestsec bestsec bestsec bestsec	By urity urity urity urity urity	1 - 10 of 108 items	:: d d d d d d d d d d d d d