

Print Statements

Last Modified on 04/29/2022 10:40 am EDT

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

The screenshot shows the 'Customer Statements' configuration page. At the top left is a back arrow and the title 'Customer Statements'. At the top right is a 'Generate Preview' button with a gear icon. Below the title are two columns of configuration options. The left column includes 'Charge Late Fee?' (set to YES), 'Annual Interest Rate' (18.00%), 'Statement Date' (3/28/2022), and a 'Statement Message' field with a character count of 53/250. The right column includes 'Incl Unapplied Cash?' (set to YES), 'Min Balance' (\$5.00), 'Min Days' (30.00), 'Min Late Days' (30.00), and 'Min Late Fee Amount' (\$3.99). Below these options is a table titled 'Statement Batch Runs' with columns for Created Date, Mailed, Emailed, Printed, Statement Date, and Created By. The table contains five rows of data. To the right of the table is a vertical column of five download icons, which are circled in green. At the bottom of the table is a pagination bar showing '1' of 10 items and a 'Refresh' button.

Created Date	Mailed	Emailed	Printed	Statement Date	Created By
Mar 28, 2022	10	19	2	Mar 28, 2022	bestsecurity
Mar 21, 2022	11	18	2	Mar 21, 2022	bestsecurity
Mar 2, 2022	11	11	2	Mar 2, 2022	bestsecurity
Feb 10, 2022	0	8	2	Feb 10, 2022	bestsecurity
Jan 14, 2022	0	8	1	Jan 14, 2022	bestsecurity