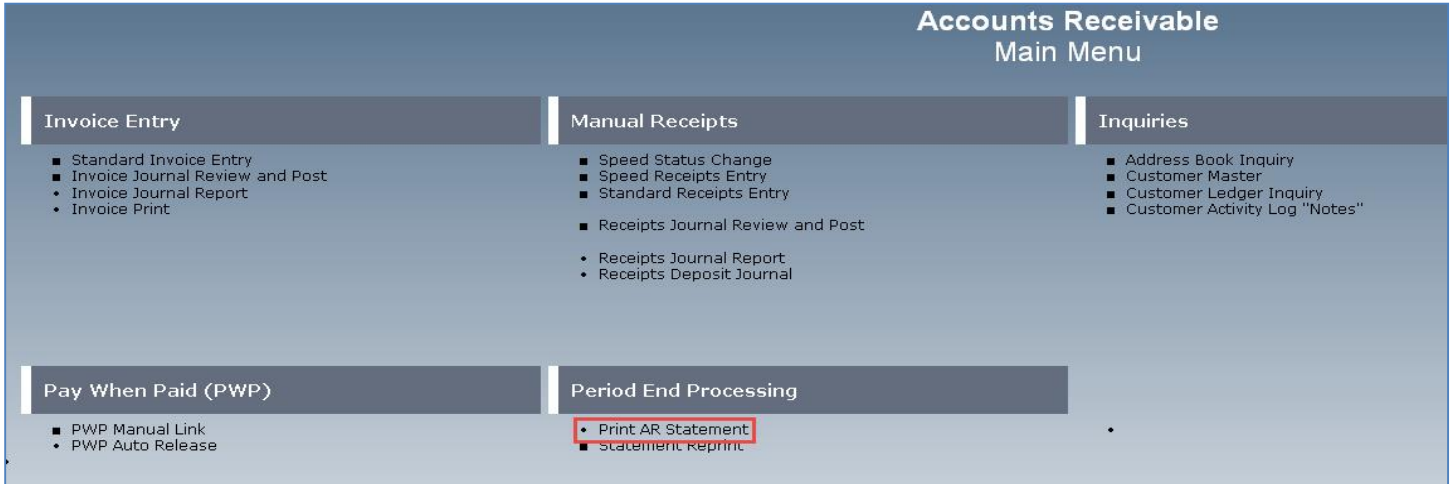


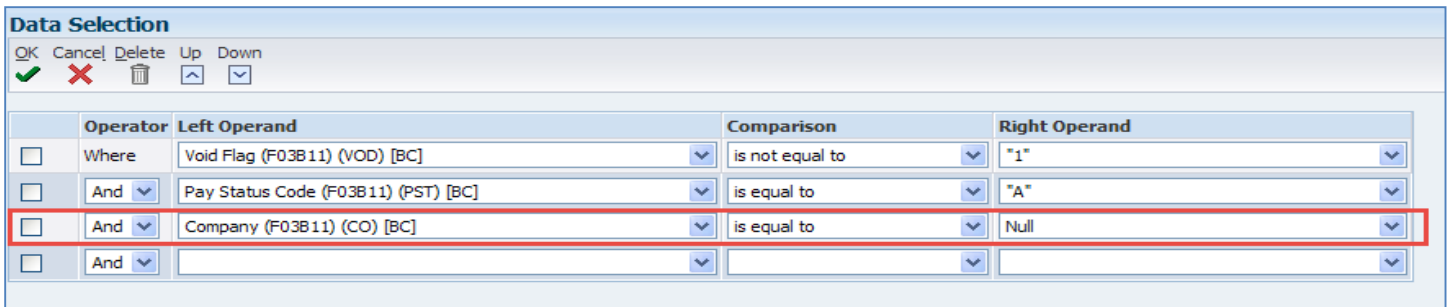
A/R Statement Printing



The screenshot shows the 'Accounts Receivable Main Menu' with four categories: Invoice Entry, Manual Receipts, Inquiries, Pay When Paid (PWP), and Period End Processing. The 'Print AR Statement' option under Period End Processing is highlighted with a red box.

- Invoice Entry**
 - Standard Invoice Entry
 - Invoice Journal Review and Post
 - Invoice Journal Report
 - Invoice Print
- Manual Receipts**
 - Speed Status Change
 - Speed Receipts Entry
 - Standard Receipts Entry
 - Receipts Journal Review and Post
 - Receipts Journal Report
 - Receipts Deposit Journal
- Inquiries**
 - Address Book Inquiry
 - Customer Master
 - Customer Ledger Inquiry
 - Customer Activity Log "Notes"
- Pay When Paid (PWP)**
 - PWP Manual Link
 - PWP Auto Release
- Period End Processing**
 - Print AR Statement (highlighted)
 - Statement Reprint

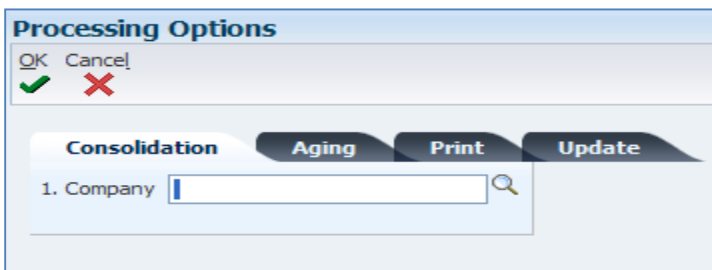
Input Company Number in the Data Selection to run a single company. Delete this line to run all companies you have access to.



The 'Data Selection' dialog box contains a table with columns: Operator, Left Operand, Comparison, and Right Operand. The third row is highlighted with a red box.

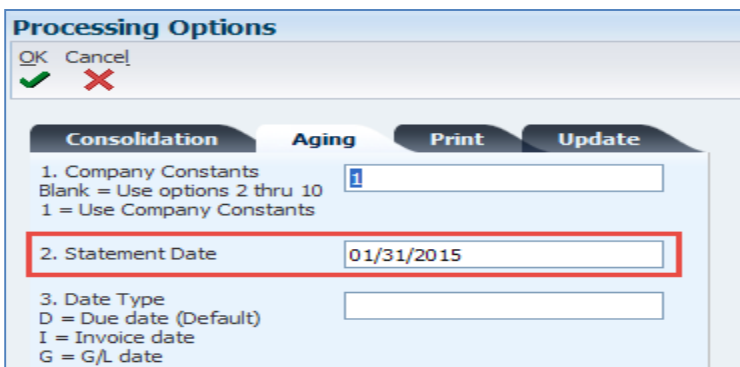
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Void Flag (F03B11) (VOD) [BC]	is not equal to	"1"
<input type="checkbox"/> And	Pay Status Code (F03B11) (PST) [BC]	is equal to	"A"
<input type="checkbox"/> And	Company (F03B11) (CO) [BC]	is equal to	Null
<input type="checkbox"/> And			

Leave this Company box blank



The 'Processing Options' dialog box shows the 'Consolidation' tab selected. A search box for '1. Company' is present.

Enter Statement Thru Date



The 'Processing Options' dialog box shows the 'Aging' tab selected. The '2. Statement Date' field is highlighted with a red box and contains the date '01/31/2015'.

A/R Statement Printing

Enter the same Statement Thru Date on the Update tab

Processing Options

OK Cancel
✔ ✘

Consolidation
Aging
Print
Update

1. Date - As Of BT

2. Statement Number Update
 Blank = Always update
 1 = Update blank fields only

3. Summarize Invoices
 Blank = Pay items only
 1 = Summarized and pay items

Running report will launch 3 "Recent Reports". The Statement Print will be your Statements. All jobs will run in a single report with page breaks for each separate job.

☑ **Open Applications**

Home

☑ **Recent Reports** BT

View Job Status

Statement Print (03/10/2015 09:28:25)

A/R Statement Print Driver (03/10/2015 09:28:23)

Statement Notification Refresh (03/10/2015 09:28:19)

STATEMENT OF ACCOUNT											Page: 1
										Statement Number	1346
Remit To: Lunda Construction Company P.O. Box 669 Black River Falls WI 54615-0699										Date	1/31/2015
Billing Address: Lunda/Ames Joint Venture Lunda/Ames Joint Venture PO Box 637 Black River Falls WI 54615-0637										Account	8117
Document Type	Invoice Number	Pay Inv	Due Date	Remark	Previous Balance	New Invoices	Discount Taken	Payments Received	Revisions/Write Offs	Outstanding Balance	
8117	Lunda/Ames Joint Venture										
Invoice	41103	001	11/6/2014	Racoh inv 5031093523		2,073.12				2,073.12	
Invoice	41593	001	11/12/2014	CC CHARGE INDECATED, LABOINTE		2,252.99				2,252.99	
Invoice	43351	001	11/30/2014	Kloekner 1410250		278.46				278.46	
Invoice	45973	001	1/1/2015	Racoh inv		2,022.32				2,022.32	
Invoice	50426	001	3/4/2015	Racoh 150010180		628.05				628.05	
						7,254.94				7,254.94	
						7,254.94				7,254.94	
					ACCOUNT SUMMARY						
					Previous Balance						7,254.94
					New Invoices						
					Discount Taken						
					Payments Received - Thank You						
					Adjustments						
					Current Balance Due						7,254.94
					Payment Terms						Net 30 Days
ACCOUNT AGING											
Future		Current		1 - 30	31 - 60	61 - 90	91 - 120	121 - 160	Over 160		
628.05		2,022.32		4,604.57							

A/R Statement Printing

Statements will all be numbered and saved in a history file. To access an old statement, go to Statement Reprint.

Accounts Receivable Main Menu

Invoice Entry	Manual Receipts	Inquiries
<ul style="list-style-type: none"> ■ Standard Invoice Entry ■ Invoice Journal Review and Post • Invoice Journal Report • Invoice Print 	<ul style="list-style-type: none"> ■ Speed Status Change ■ Speed Receipts Entry ■ Standard Receipts Entry ■ Receipts Journal Review and Post • Receipts Journal Report • Receipts Deposit Journal 	<ul style="list-style-type: none"> ■ Address Book Inquiry ■ Customer Master ■ Customer Ledger Inquiry ■ Customer Activity Log "Notes"
Pay When Paid (PWP)	Period End Processing	
<ul style="list-style-type: none"> ■ PWP Manual Link • PWP Auto Release 	<ul style="list-style-type: none"> • Print AR Statement ■ Statement Reprint 	

Click Find to bring up all Statements printed. Use the QBE's to search for a single Customer or Statement Number.

Work With Notifications Query: All R

Statement Number:

Customer Number:

Notification Date:

Records 1 - 20 [21]

No Ty	Description	Customer Number	Name	Remit To Company	Description	Remit To Address	Name	Notification Date	Statement Number	Currency Code	Currency Description
<input type="checkbox"/>	ST	8117	Lunda/Ames Joint Venture	02301	Lunda Construction (BRF)	2301	Lunda Construction Company	01/31/2015	1346	USD	U.S. Dollar
<input type="checkbox"/>	ST	124712	Ritchie Brothers Auctioneers	02301	Lunda Construction (BRF)	2301	Lunda Construction Company	01/31/2015	1347	USD	U.S. Dollar
<input type="checkbox"/>	ST	181094	Arnt Construction Co Inc	02301	Lunda Construction (BRF)	2301	Lunda Construction Company	01/31/2015	1348	USD	U.S. Dollar
<input type="checkbox"/>	ST	181201	Buteyn-Peterson Construction I	02301	Lunda Construction (BRF)	2301	Lunda Construction Company	01/31/2015	1349	USD	U.S. Dollar
<input type="checkbox"/>	ST	181290	County Materials Corporation	02301	Lunda Construction (BRF)	2301	Lunda Construction Company	01/31/2015	1350	USD	U.S. Dollar

Select a Statement and use the Row Options to review the statement or reprint it.

Work With Notifications

Statement Number:

Customer Number:

Notification Date:

Records 1 - 2

No Ty	Description	Customer Number	Name	Remit To Company
<input type="checkbox"/>	ST	8117	Lunda/Ames Joint Venture	02301
<input type="checkbox"/>	ST	124712	Ritchie Brothers Auctioneers	02301
<input type="checkbox"/>	ST	181094	Arnt Construction Co Inc	02301

Row

- Review
- Summary
- Reprint
- Reset
- Print Information

To erase the statement from the history and re-print it fresh (in a situation where you received a check the day of statement printing), select the line and go to Row – Reset. This will delete the Statement history and allow you to re-run the report.