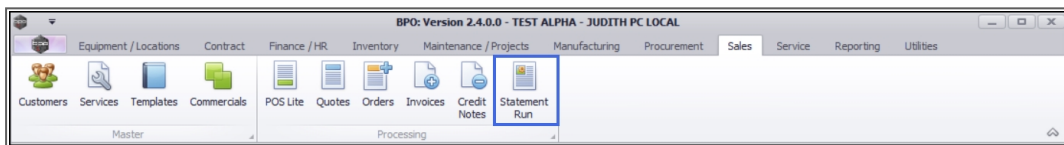


SALES

INTRODUCTION TO STATEMENT RUN

This functionality helps you to generate customer statements and / or invoices, and works in conjunction with the *BPO Open Items Manager* application.

Ribbon Access: *Sales > Statement Run*

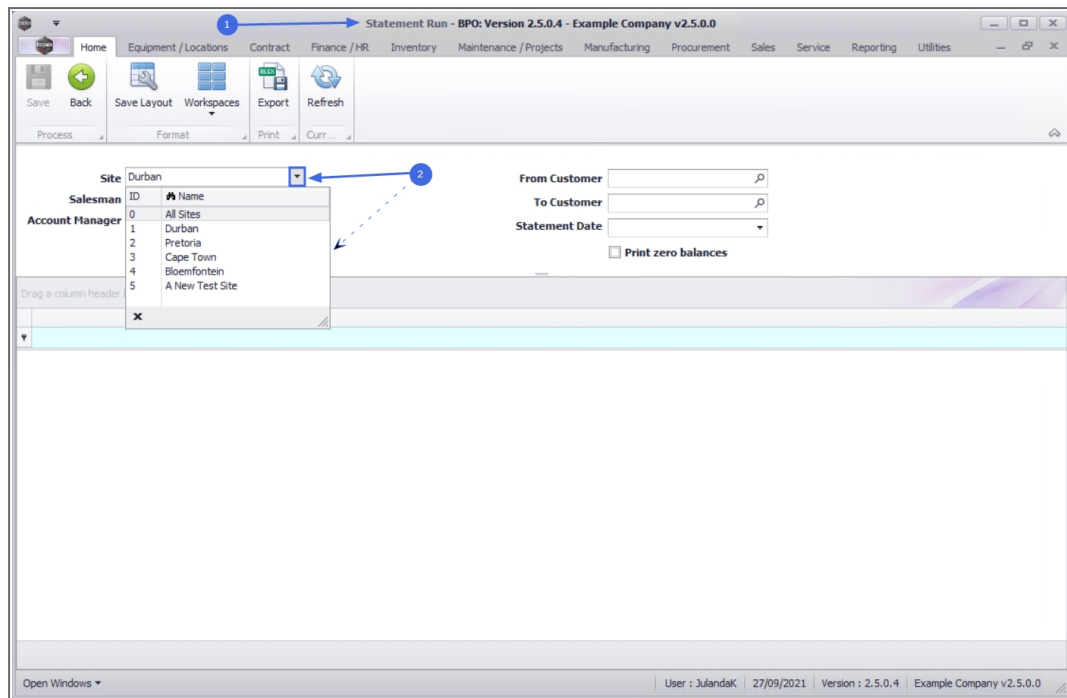


1. The **Statement Run** screen will be displayed.



Note that the **Save** button is initially inactive (greyed out).

2. The **Site** field will auto populated with the default Site set up on your system.
 - To change the site, click on the down **arrow** to select an alternative site from the drop-down menu.



SELECT STATEMENT PARAMETERS

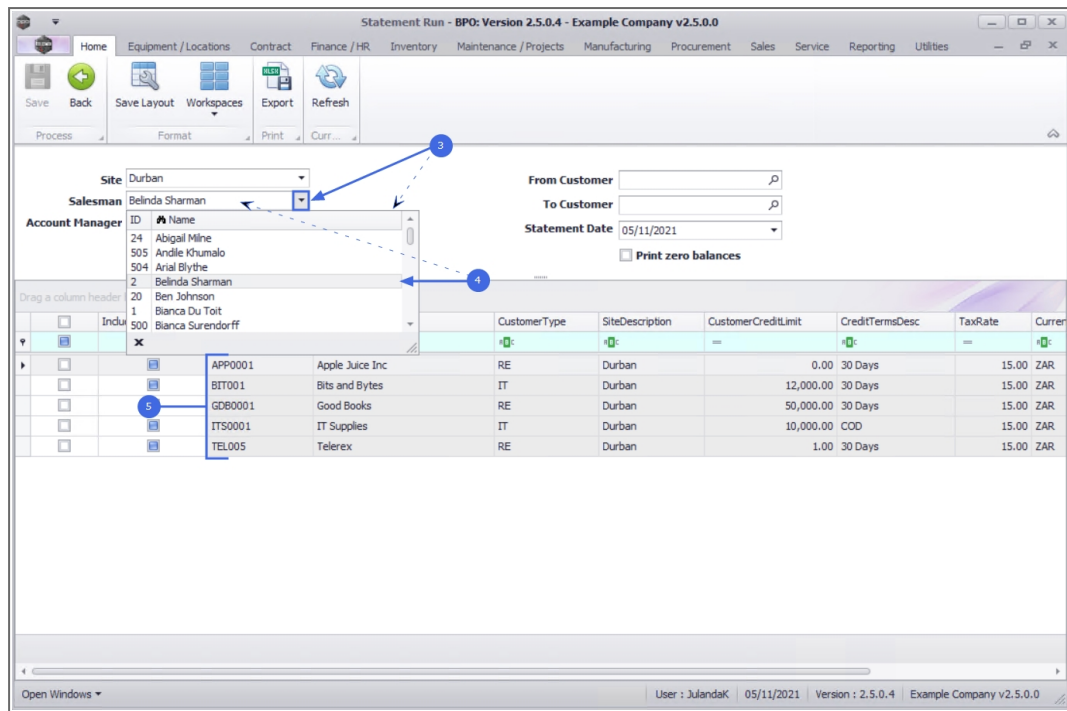
You can use any one of the following search parameters to search for statements.

You can also use any combination of the parameters to refine your search.

SALESMAN

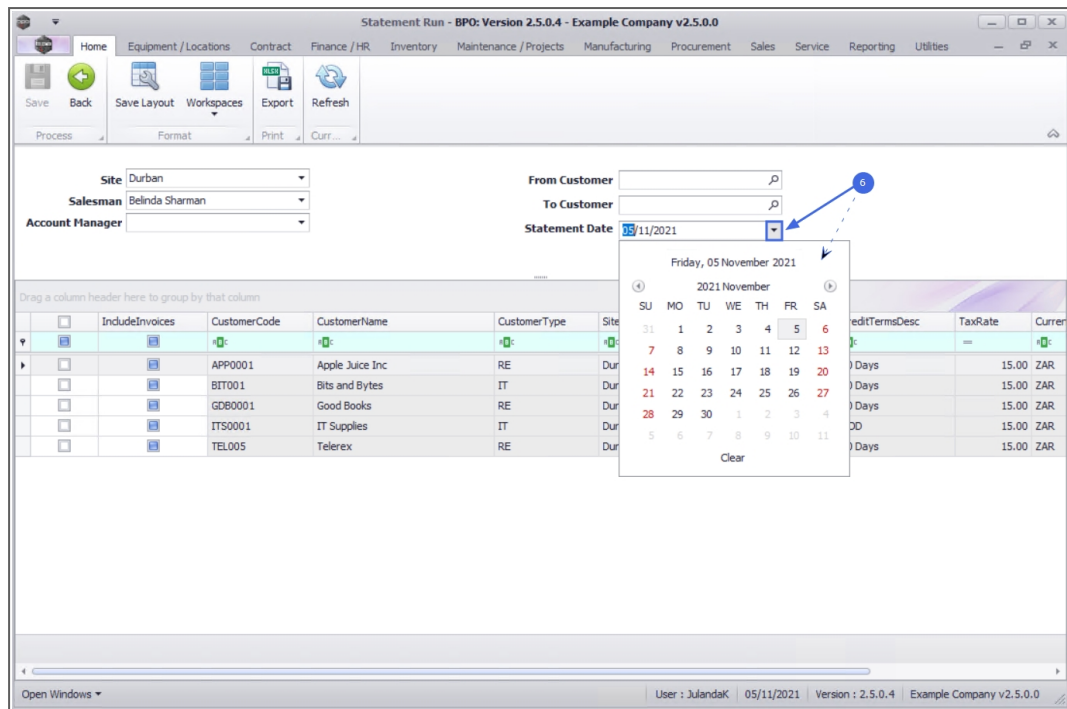
If you wish to restrict the search to a particular *Salesman*;

3. Click on the down **arrow** to display a list of Salesman on the drop-down menu.
4. Click to select the **Salesman** from the list.
5. A list of all the customers linked to the selected salesman will be displayed in the data grid.



STATEMENT DATE

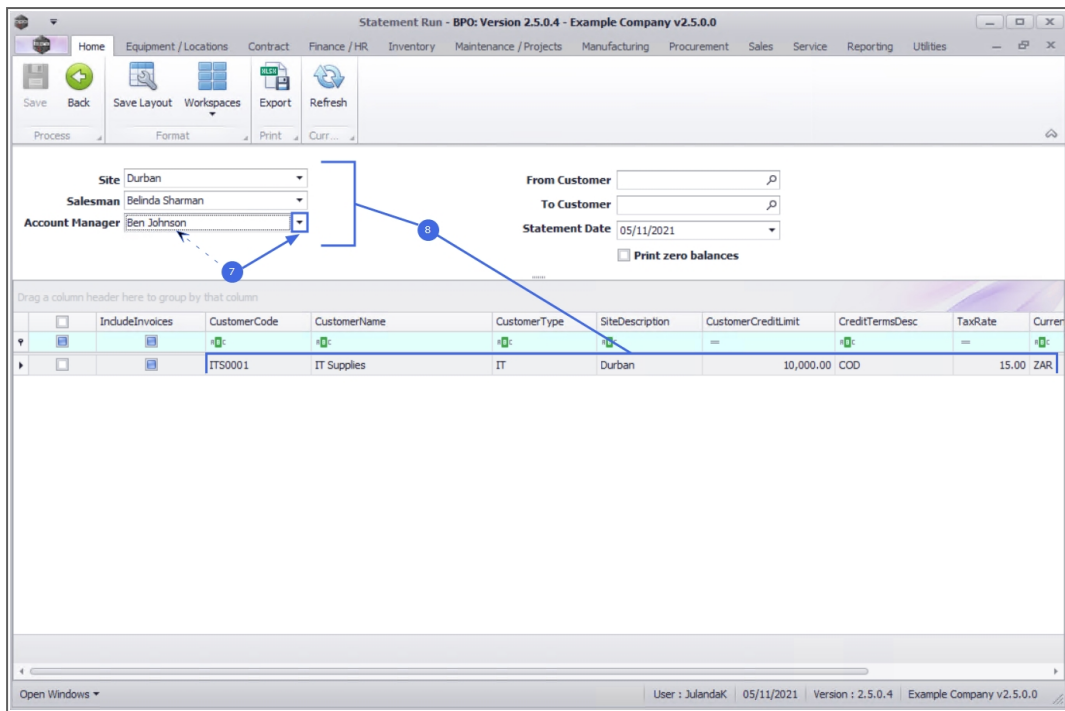
6. As the Salesman is selected, the **Statement Date** field will auto-populate with the current date.
 - Click on the down **arrow** to select an alternative date, if required.



ACCOUNT MANAGER

If you wish to restrict the search to a particular *Account Manager*,

7. Click on the down **arrow** to select the name of the *Account Manager* from the drop-down menu.
8. Note that the customers in the data grid are filtered according to your selection.



Statement Run - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Site: Durban
 Salesman: Belinda Sharman
 Account Manager: Ben Johnson

From Customer:
 To Customer:
 Statement Date: 05/11/2021
☐ Print zero balances

Drag a column header here to group by that column

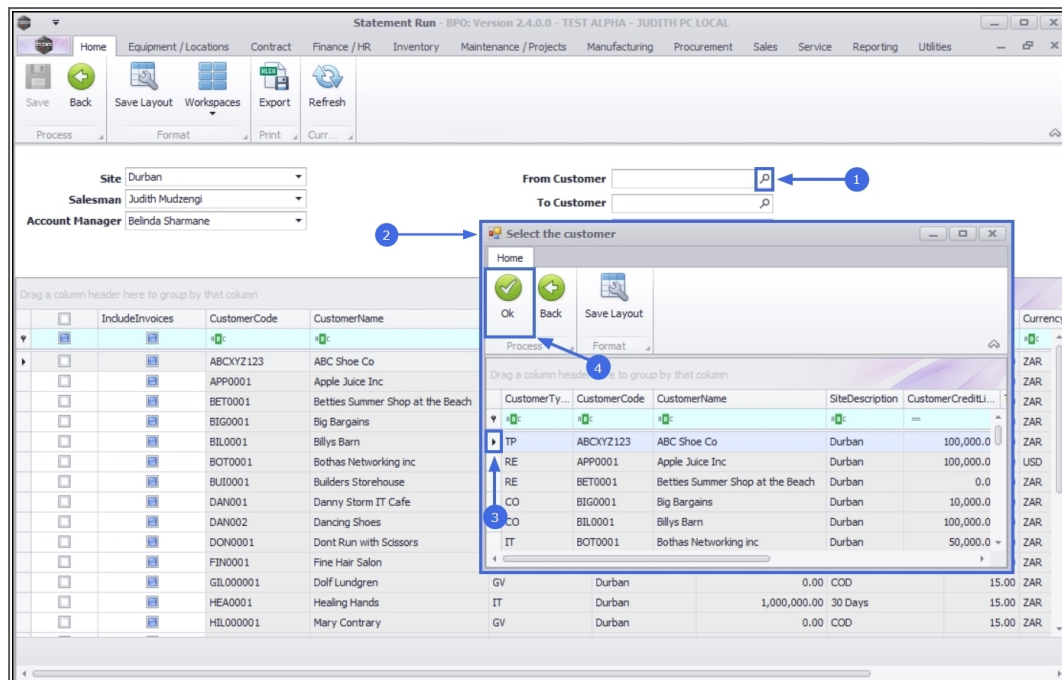
	IncludeInvoices	CustomerCode	CustomerName	CustomerType	SiteDescription	CustomerCreditLimit	CreditTermsDesc	TaxRate	Currency
	<input type="checkbox"/>	ITTS0001	IT Supplies	IT	Durban	10,000.00	COD	15.00	ZAR

Open Windows ▾ User : JulandaK | 05/11/2021 | Version : 2.5.0.4 | Example Company v2.5.0.0

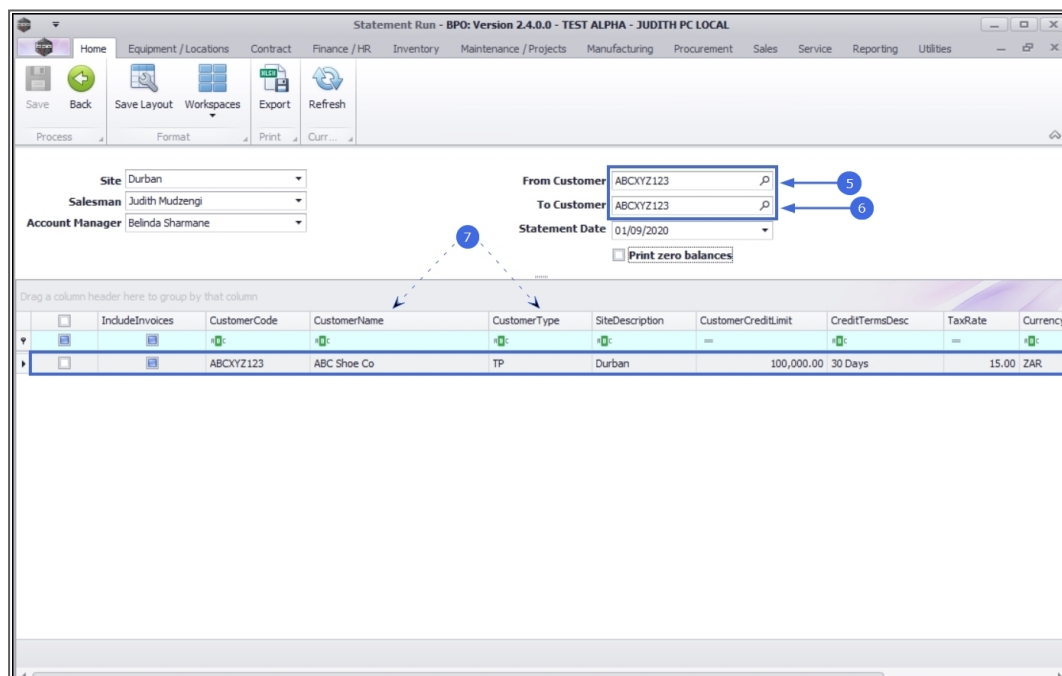
FROM CUSTOMER

If you wish to restrict the search to a particular *Customer*;

1. Click on the **search** button in the From Customer field.
2. The **Select the customer** screen will display.
3. Select the **row** of the customer you wish do a statement run for.
4. Click on **OK**.

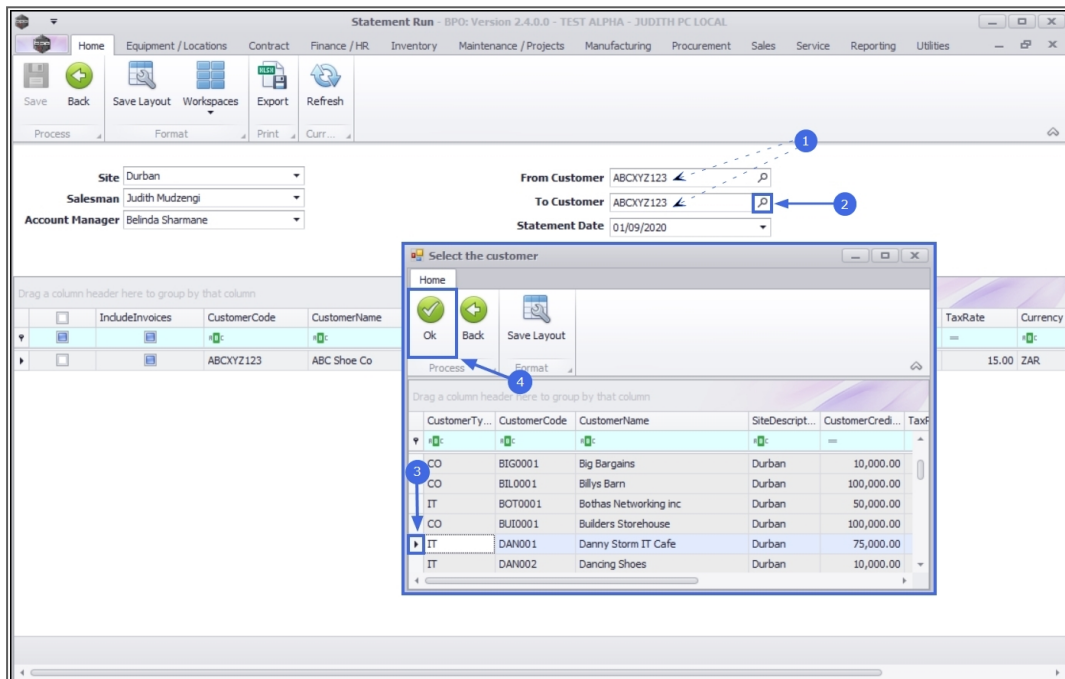


5. The **From Customer** field will be populated with the selected customer.
6. The **To Customer** field will also auto populate with the same customer.
7. The customers in the data grid have been filtered according to your selection.



TO CUSTOMER

1. The **To Customer** field will initially be populated with the customer you selected in the **From Customer** field.
2. If you wish to select a different customer with which to conclude your *customer name* search parameters, click on the **search** button.
3. The **Select the Customer** screen will display. Select the customer you wish to end the search parameter with.
4. Click on **OK**.



5. The **To Customer** field will now be populated with the selected customer.
6. The customers in the data grid will now be filtered according to your selection.

Statement Run - BPO: Version 2.4.0.0 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces Export Refresh

Process Format Print Curr...

Site: Durban
Salesman: Judith Mudzengi
Account Manager: Belinda Sharmane

From Customer: ABCXYZ123
To Customer: DAN001
Statement Date: 01/09/2020
☐ Print zero balances

Drag a column header here to group by that column

	IncludeInvoices	CustomerCode	CustomerName	CustomerType	SiteDescription	CustomerCreditLimit	CreditTermsDesc	TaxRate	Currency
	<input type="checkbox"/>	ABCXYZ123	ABC Shoe Co	TP	Durban	100,000.00	30 Days	15.00	ZAR
	<input type="checkbox"/>	APP0001	Apple Juice Inc	RE	Durban	100,000.00	30 Days	15.00	ZAR
	<input type="checkbox"/>	BET0001	Betties Summer Shop at the Beach	RE	Durban	0.00	30 Days	15.00	ZAR
	<input type="checkbox"/>	BIG0001	Big Bargains	CO	Durban	10,000.00	COD	15.00	ZAR
	<input type="checkbox"/>	BIL0001	Billys Barn	CO	Durban	100,000.00	COD	15.00	ZAR
	<input type="checkbox"/>	BOT0001	Bothas Networking inc	IT	Durban	50,000.00	30 Days	15.00	USD
	<input type="checkbox"/>	BUI0001	Builders Storehouse	CO	Durban	100,000.00	COD	15.00	ZAR
	<input type="checkbox"/>	DAN001	Danny Storm IT Cafe	IT	Durban	75,000.00	30 Days	15.00	ZAR

PRINT ZERO BALANCES

- Click on the **check box** if you wish to include all the statements and/or invoices with zero balances, in the statement run.

Statement Run - BPO: Version 2.4.0.0 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces Export Refresh

Process Format Print Curr...

Site: Durban
Salesman: Judith Mudzengi
Account Manager: Belinda Sharmane

From Customer: ABCXYZ123
To Customer: DAN001
Statement Date: 01/09/2020
☐ Print zero balances

Click on the check box to include invoices with zero balances

Drag a column header here to group by that column

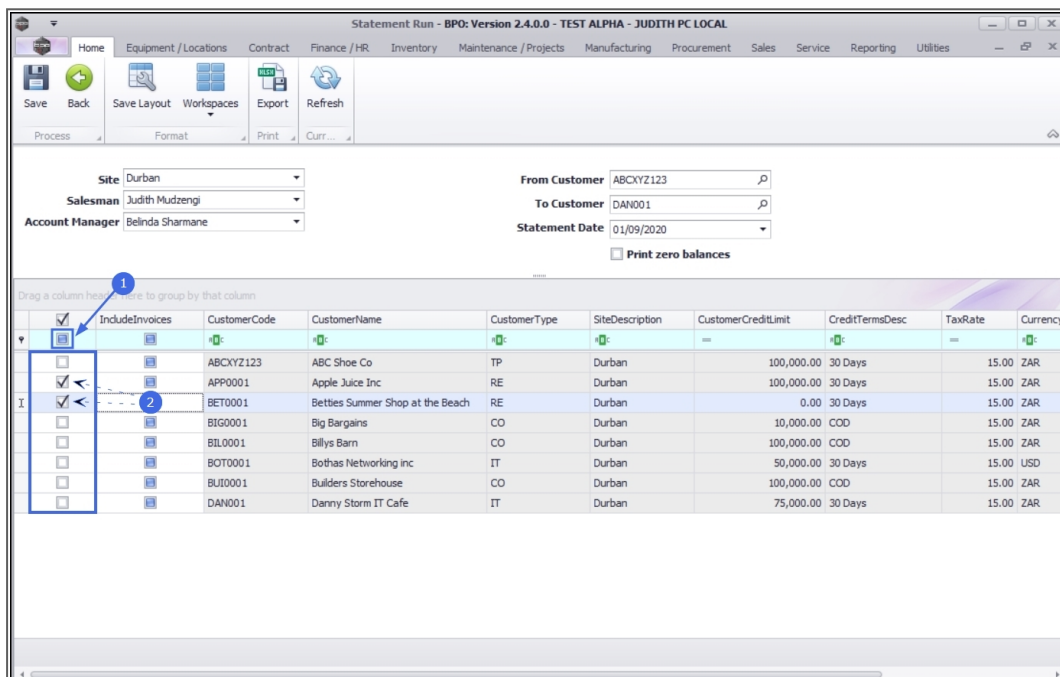
	IncludeInvoices	CustomerCode	CustomerName	CustomerType	SiteDescription	CustomerCreditLimit	CreditTermsDesc	TaxRate	Currency
	<input type="checkbox"/>	ABCXYZ123	ABC Shoe Co	TP	Durban	100,000.00	30 Days	15.00	ZAR
	<input type="checkbox"/>	APP0001	Apple Juice Inc	RE	Durban	100,000.00	30 Days	15.00	ZAR
	<input type="checkbox"/>	BET0001	Betties Summer Shop at the Beach	RE	Durban	0.00	30 Days	15.00	ZAR
	<input type="checkbox"/>	BIG0001	Big Bargains	CO	Durban	10,000.00	COD	15.00	ZAR
	<input type="checkbox"/>	BIL0001	Billys Barn	CO	Durban	100,000.00	COD	15.00	ZAR
	<input type="checkbox"/>	BOT0001	Bothas Networking inc	IT	Durban	50,000.00	30 Days	15.00	USD
	<input type="checkbox"/>	BUI0001	Builders Storehouse	CO	Durban	100,000.00	COD	15.00	ZAR
	<input type="checkbox"/>	DAN001	Danny Storm IT Cafe	IT	Durban	75,000.00	30 Days	15.00	ZAR

SELECT ALL CUSTOMERS

1. Click in the **Select All** check box if you wish to 'quick select' all the customers displayed in the data grid. This feature will auto check all the customers to be included in the statement run.

SELECT AN INDIVIDUAL CUSTOMER

2. Click on the **check box** in the row of **each** customer that you wish to be included in the statement run.



Statement Run - BPO: Version 2.4.0.0 - TEST ALPHA - JUDITH PC LOCAL

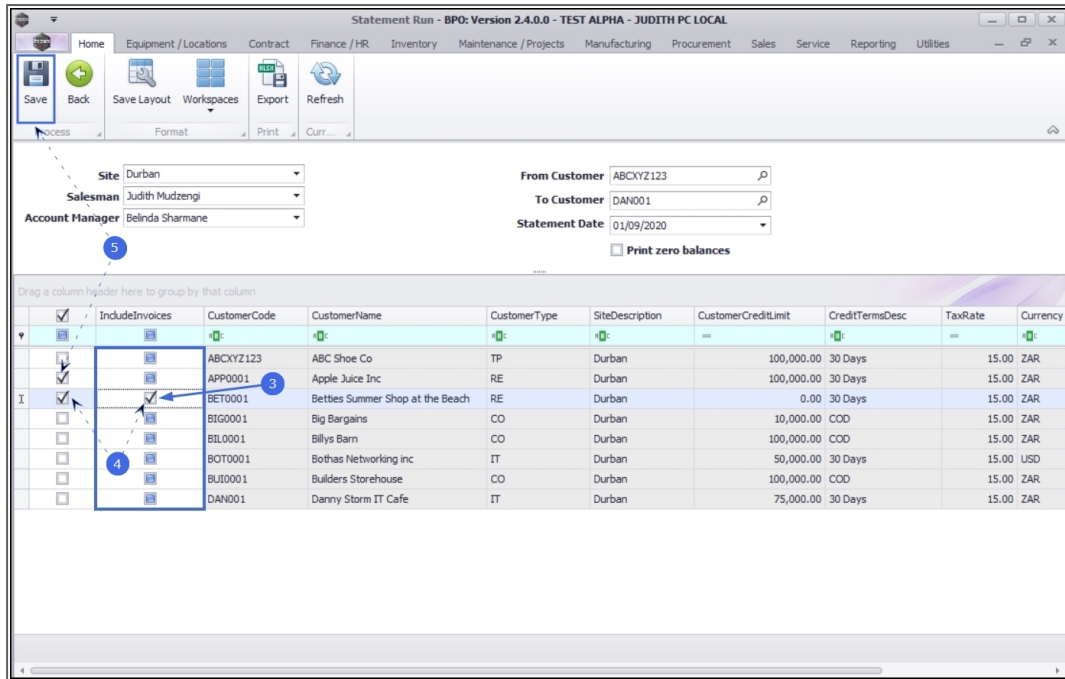
Site: Durban
Salesman: Judith Mudzengi
Account Manager: Belinda Sharmane

From Customer: ABCXYZ123
To Customer: DAN001
Statement Date: 01/09/2020
☐ Print zero balances

Drag a column header here to group by that column

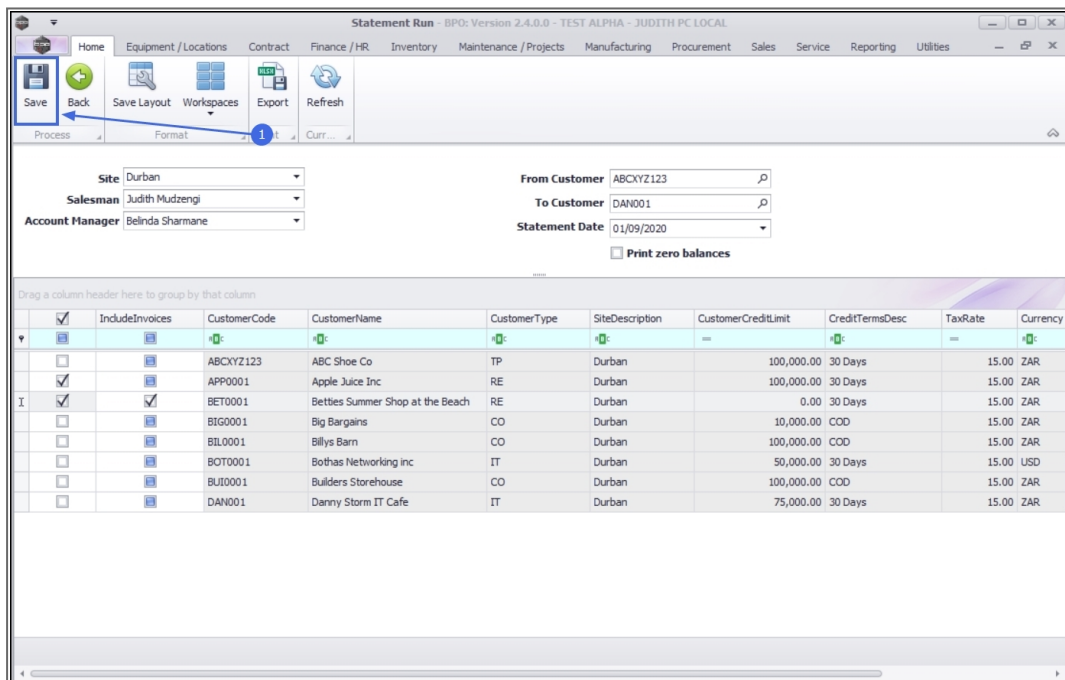
<input checked="" type="checkbox"/>	Include Invoices	CustomerCode	CustomerName	CustomerType	SiteDescription	CustomerCreditLimit	CreditTermsDesc	TaxRate	Currency
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ABCXYZ123	ABC Shoe Co	TP	Durban	100,000.00	30 Days	15.00	ZAR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	APP0001	Apple Juice Inc	RE	Durban	100,000.00	30 Days	15.00	ZAR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BET0001	Betties Summer Shop at the Beach	RE	Durban	0.00	30 Days	15.00	ZAR
<input type="checkbox"/>	<input type="checkbox"/>	BIG0001	Big Bargains	CO	Durban	10,000.00	COD	15.00	ZAR
<input type="checkbox"/>	<input type="checkbox"/>	BIL0001	Billys Barn	CO	Durban	100,000.00	COD	15.00	ZAR
<input type="checkbox"/>	<input type="checkbox"/>	BOT0001	Bothas Networking inc	IT	Durban	50,000.00	30 Days	15.00	USD
<input type="checkbox"/>	<input type="checkbox"/>	BUI0001	Builders Storehouse	CO	Durban	100,000.00	COD	15.00	ZAR
<input type="checkbox"/>	<input type="checkbox"/>	DAN001	Danny Storm IT Cafe	IT	Durban	75,000.00	30 Days	15.00	ZAR

3. If you wish to include invoices, click on the **Include Invoices** check-box in the row of the customer you wish to include invoices for.
4. Ensure that you select the **row** of the customer as well as the **Include Invoices** check box.
5. The **Save** button will activate as soon as a customer **row** is selected.

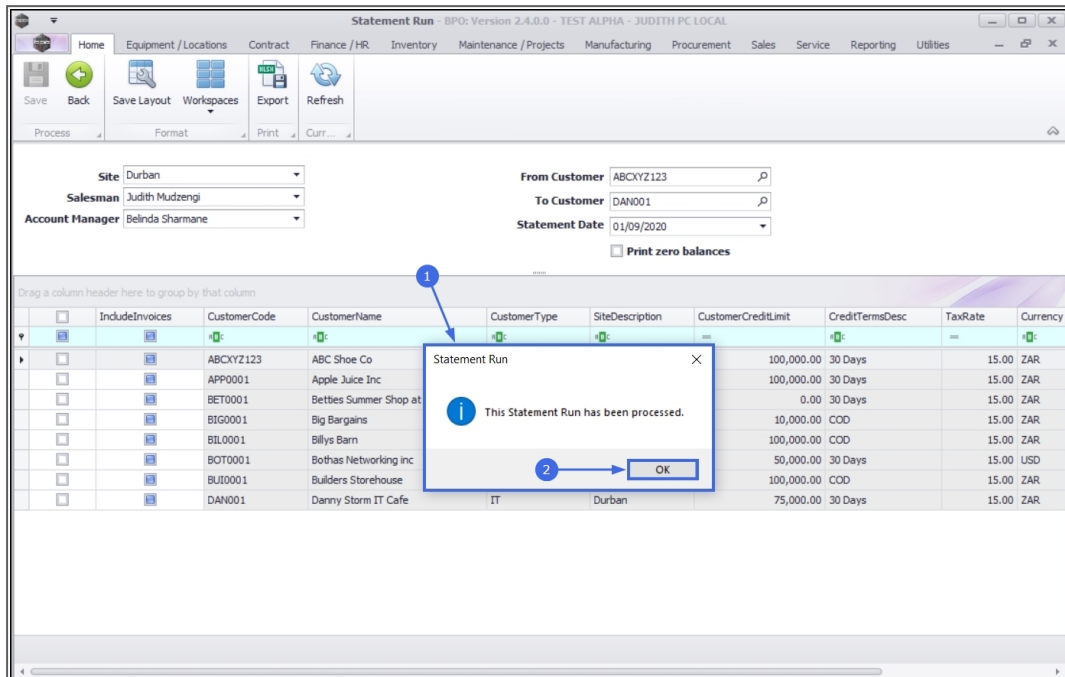


SAVE SELECTIONS

1. When you have completed the statement run selections, click on **Save**.



2. When you receive the **Statement Run** message to confirm that;
 - ***This Statement Run has been processed.***
3. Click on **OK**.



The statements will be send to the **Statement Queue** in the **BPO Open Items Manager** application.

Related Topics

- [BPO Open Items Manager](#)

BPO.MNU.127

