

SALES

CUSTOMERS - STATEMENT RUN

The *Statement Run* tile from the Customer Listing screen enables you to process the statement run for a selected customer. This works in conjunction with the BPO Open Items Manager application and provides the option to process Customer Statements and / or Invoices.

Click on the link to be redirected to <u>Introduction to Statement Run</u> if you require more details on this topic.

Ribbon Access: Sales > Customers



- 1. The *Customer Listing* screen will display.
- 2. Select the *Site* and *Status* where the customer can be located.
- Select the *row* of the *customer* whose statement run you wish to process.
- 4. Click on the *Statement Run* tile.



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5. The *Statement Run for Customer : [customer code]* screen will be displayed.

The *Save* button is currently greyed out, which means that the screen cannot be edited. As soon as a selection is made in the Statement Data Grid then you will be able to Save the screen.

HEADER PANEL

 Ensure that the correct *Site* has been selected, by clicking on the down arrow to display the site menu options.

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The Site does not automatically update from the Customer Listing screen.

• The example has **Durban** selected.



- 7. The *Salesman*, *Account Manager*, *From Customer* and *To Customer* fields will be inactive (greyed out) when you access the Statement Run from the Customer Listing screen.
- 8. The *Statement Date* will auto populate with the current date.
 - Click on the *arrow* to use the calendar function to select an alternative date, if required.
- 9. Click on the *Print zero balances* check box if you wish to include statement items with a zero balance to print on Statements or Invoices.



STATEMENT DATA GRID

- 10. On the Statement Item line;
 - Click on the check box to print *Statements* only.
 - Click on the check box, to *Include Invoices*.
- 11. When you have made your selections, click on *Save*.



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- 12. When you receive the *Statement Run* message notifying you that;
 - This Statement Run has been processed.
- 13. Click on *OK*.





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

14. Click on *Back* to return to the *Customer Listing* screen.

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Related Topics

• Open Items Manager

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