

# **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.



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## **SELECT STATEMENT PARAMETERS**

You can use any <u>one</u> of the following search parameters to search for statements.

You can also use any <u>combination</u> of the parameters to refine your search

#### SALESMAN

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

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



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### **STATEMENT DATE**

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



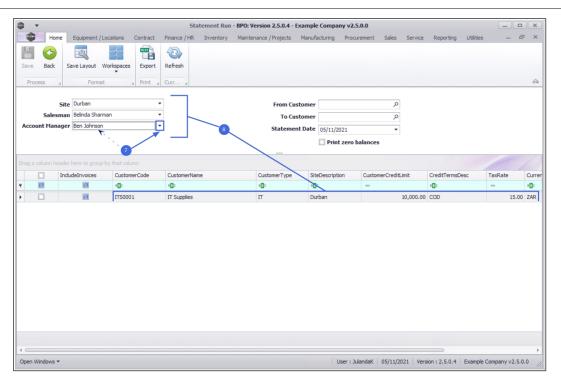
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### ACCOUNT MANAGER

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.





#### **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.



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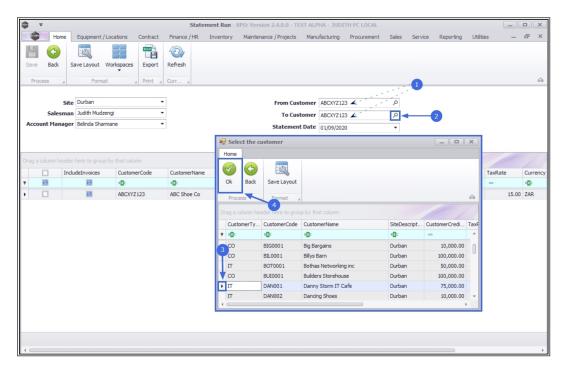
- 5. The *From Customer* field will be populated with the selected customer.
- 6. The *To Customer* field will also auto populate with the same customer.
- 7. The customers in the data grid have been filtered according to your selection.

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#### **TO CUSTOMER**

- 1. The *To Customer* field will initially populated with the customer you selected in the *From Customer* field.
- If you wish to select a <u>different</u> 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.



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#### **PRINT ZERO BALANCES**

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

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#### **SELECT ALL CUSTOMERS**

1. Click in the *Select All*check box if you wish to 'quick select' <u>all</u> 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.

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



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### **SAVE SELECTIONS**

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

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

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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