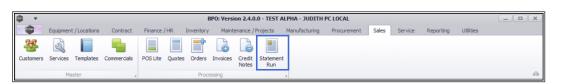


SALES

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.



v	(st	atement Rur	- BPO: Version 2.5.0.4	- Example Compa	ny v2.5.0.0						
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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.



• •	_			Statement Run	BPO: Version 2.5.0.4 - Ex	ample Company v	2.5.0.0			
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			TEL005	Telerex	RE	Durban	1.00	30 Days	15.00	ZAR

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.



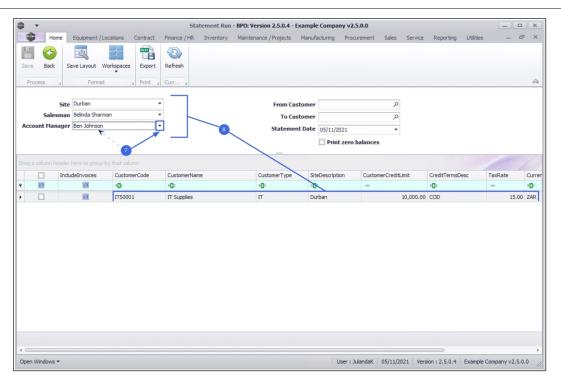
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ACCOUNT MANAGER

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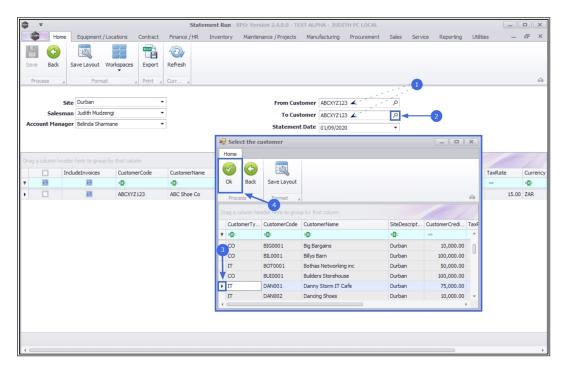
- 5. The *From Customer* field will be populated with the selected customer.
- 6. The *To Customer* field will also auto populate with the same customer.
- 7. The customers in the data grid have been filtered according to your selection.

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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.



	Ŧ			Statement Run - BPO: Ve	ersion 2.4.0.0 - TES	T ALPHA - JUDITH	PC LOCAL			
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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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•			BET0001 BIG0001	Betties Summer Shop at the Beach Big Bargains	RE CO CO IT	Durban Durban	0.00	30 Days COD COD 30 Days	15.00	ZAR ZAR ZAR USD



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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		8		Big Bargains Billys Barn	со	Durban	100,000.00	COD	15.00	ZAR
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Ţ		8	BIG0001 BIL0001	Billys Barn	со	Durban	100,000.00	30 Days COD		USD ZAR

- 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