

We are currently updating our site; thank you for your patience.

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;

- 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.



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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.



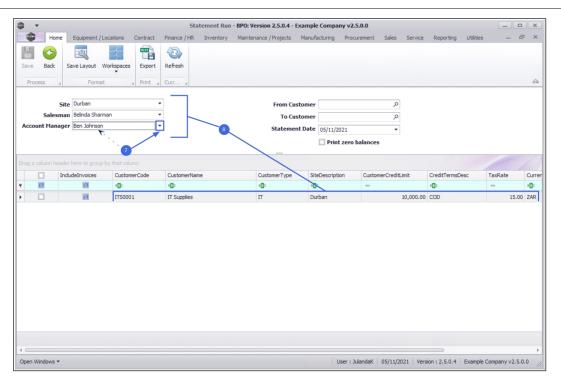
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ACCOUNT MANAGER

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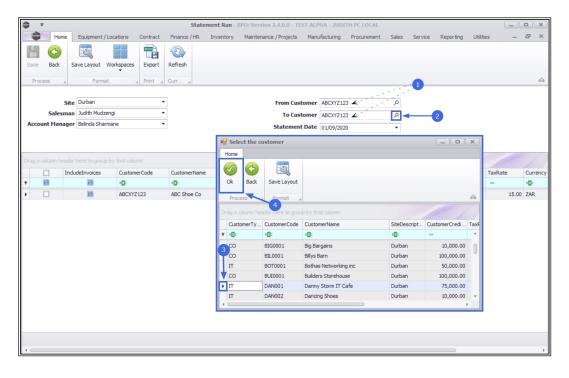
- 5. The **From Customer** field will be populated with the selected customer.
- 6. The **To Customer** field will also auto populate with the same customer.
- 7. The customers in the data grid have been filtered according to your selection.

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TO CUSTOMER

- 1. The **To Customer** field will initially populated with the customer you selected in the **From Customer** field.
- 2. 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 Allcheck 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