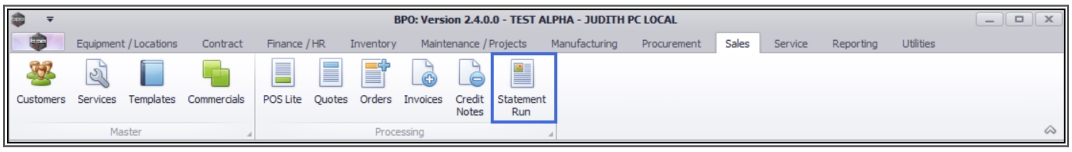
We are currently updating our site; thank you for your patience.

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.

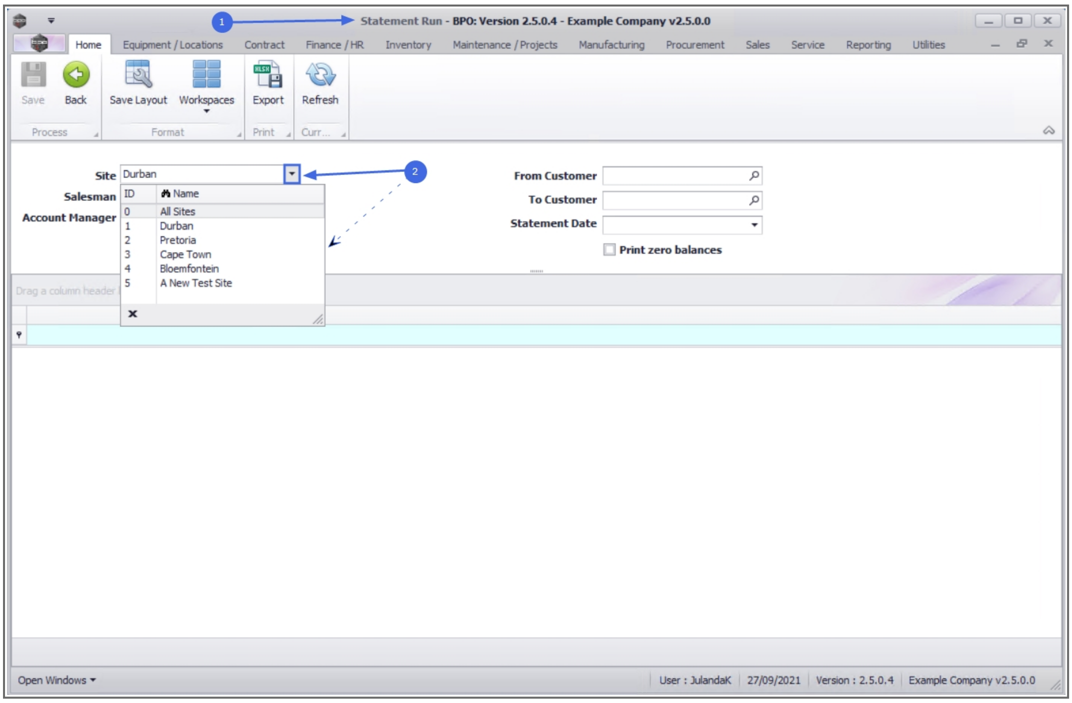
Ribbon Access: Sales > Statement Run



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.



SELECT STATEMENT PARAMETERS

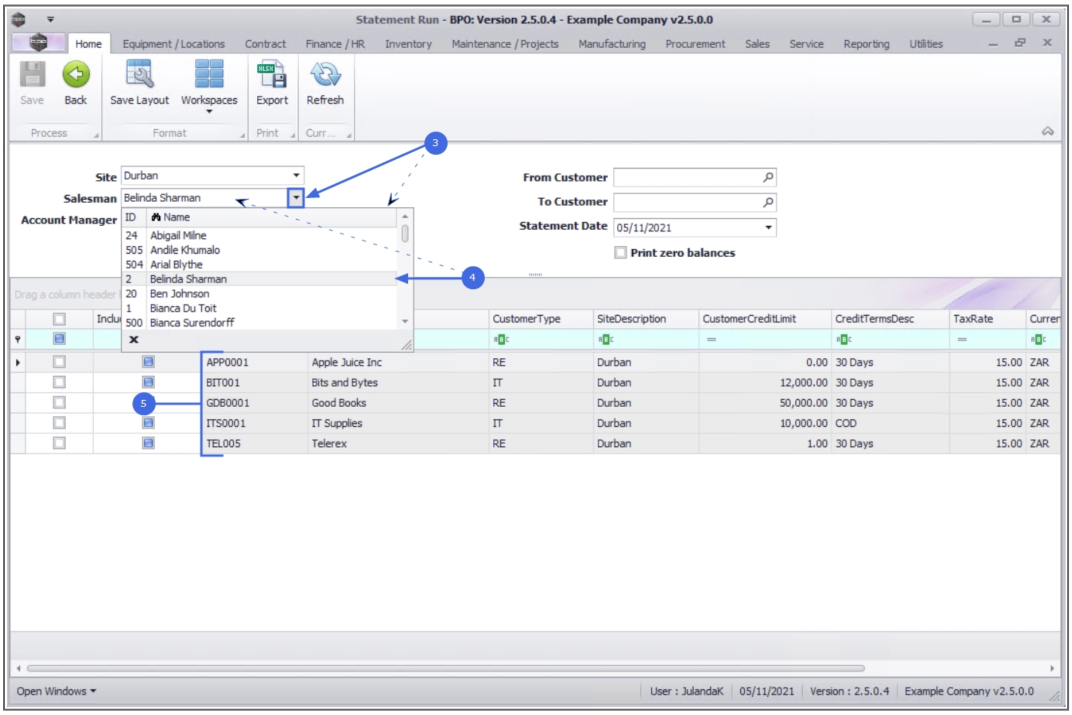
You can use any <u>one</u> of the following search parameters to search for statements.

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

SALESMAN

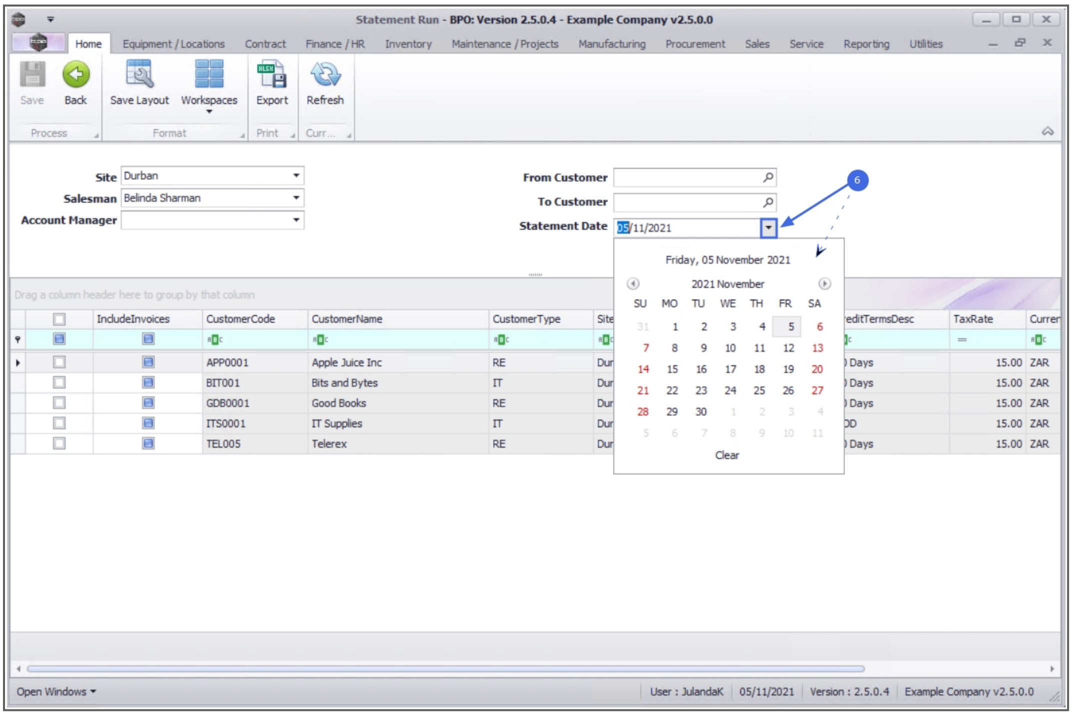
If you wish to restrict the search to a particular Salesman;

3. Click on the down **arrow** to display a list of Salesman on the drop-down menu.
4. Click to select the **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 DATE

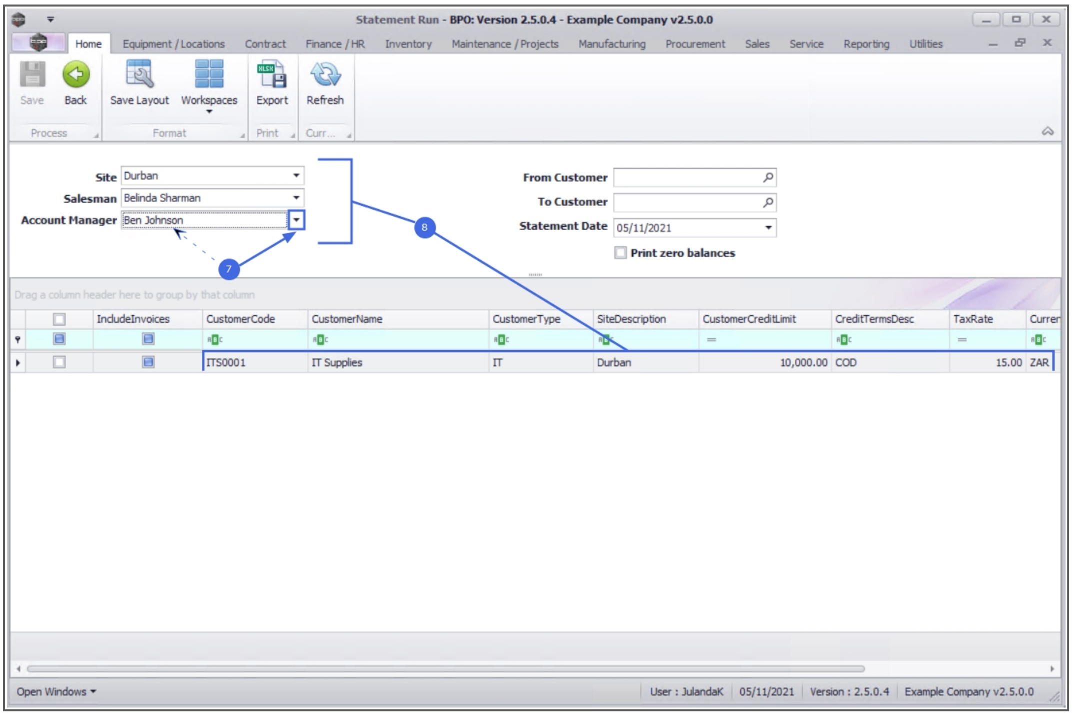
6. As the Salesman is selected, the **Statement Date** field will auto-populate with the current date.
    - Click on the down **arrow** to select an alternative date, if required.



ACCOUNT MANAGER

If you wish to restrict the search to a particular Account Manager;

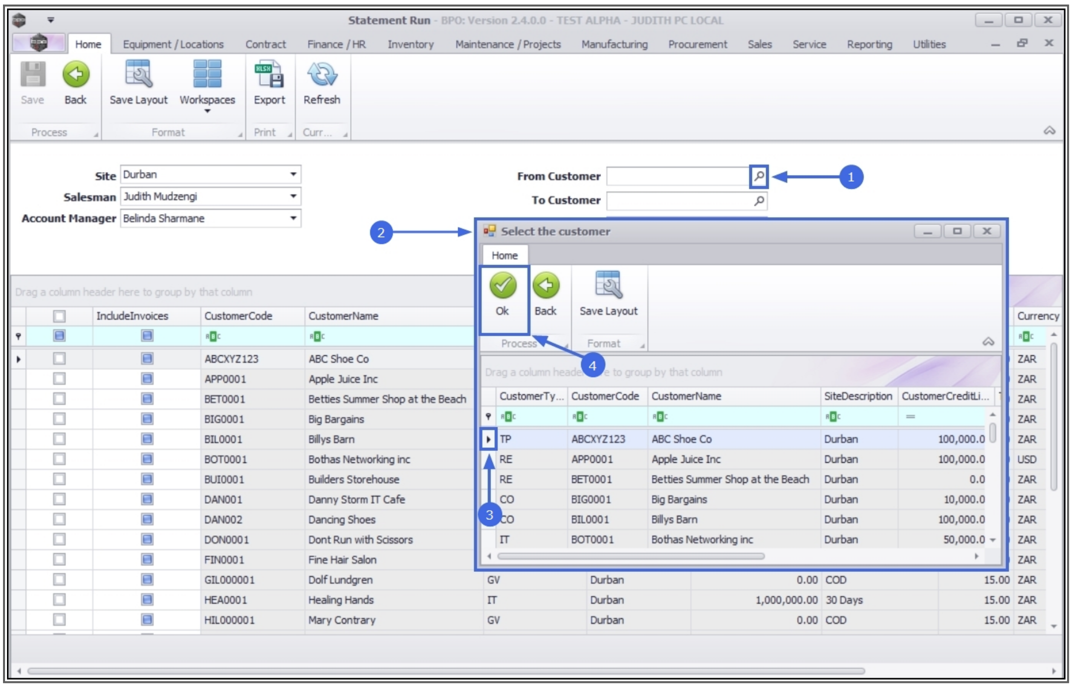
7. Click on the down **arrow** to select the name of the **Account Manager** from the drop-down menu.
8. Note that the customers in the data grid are filtered according to your selection.



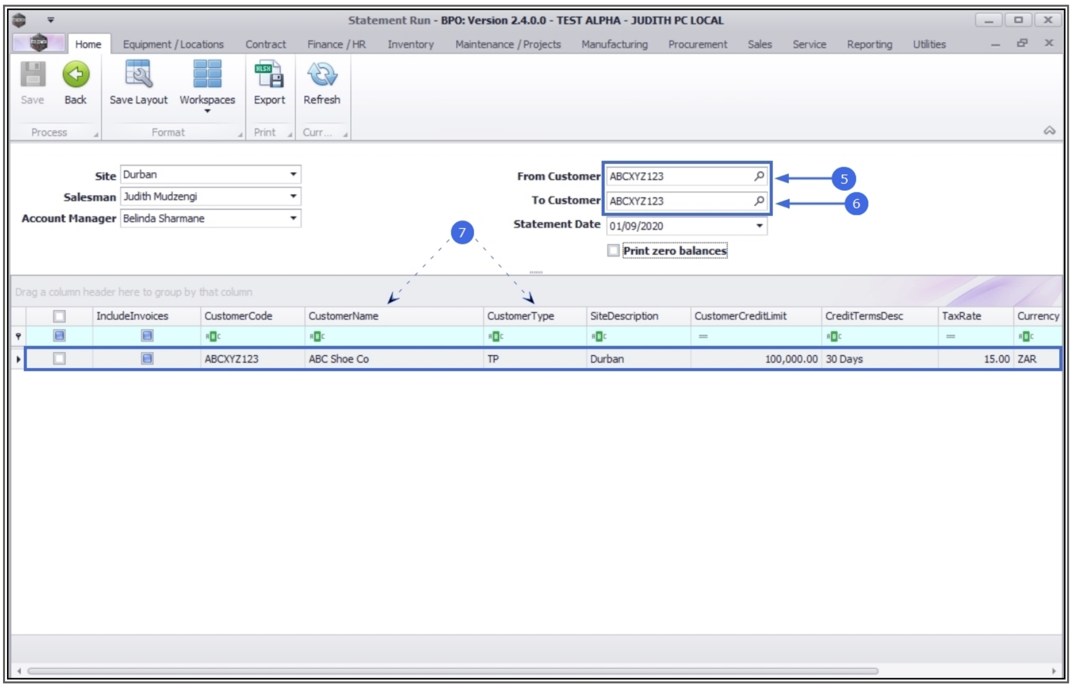
FROM CUSTOMER

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**.

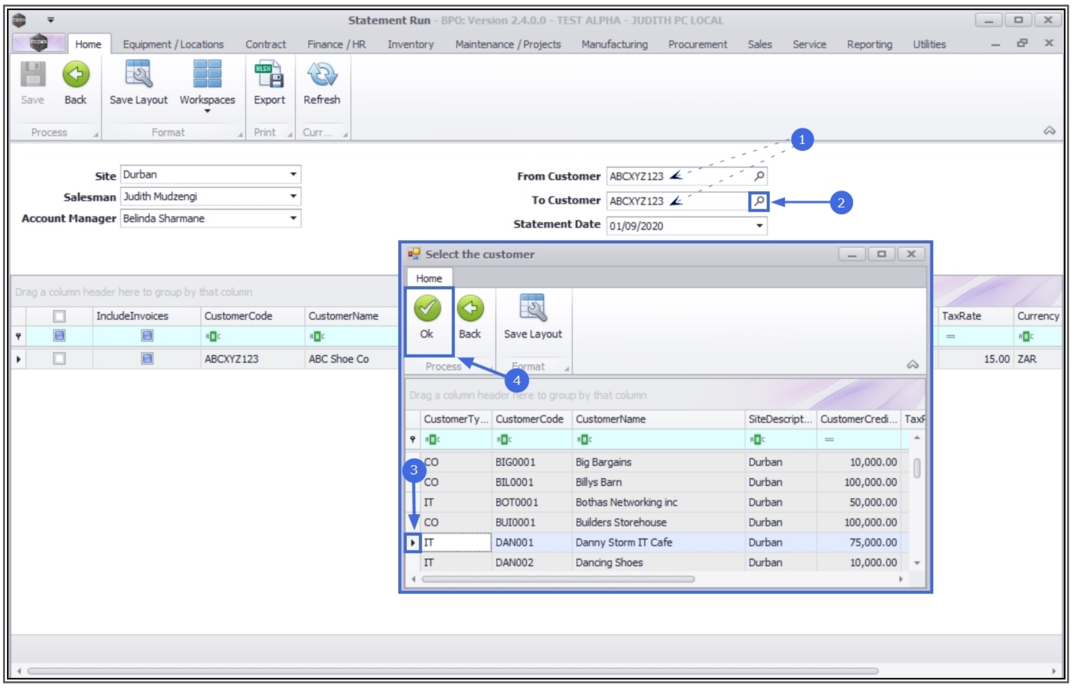


5. The **From Customer** field will be populated with the selected customer.
6. The **To Customer** field will also auto populate with the same customer.
7. The customers in the data grid have been filtered according to your selection.

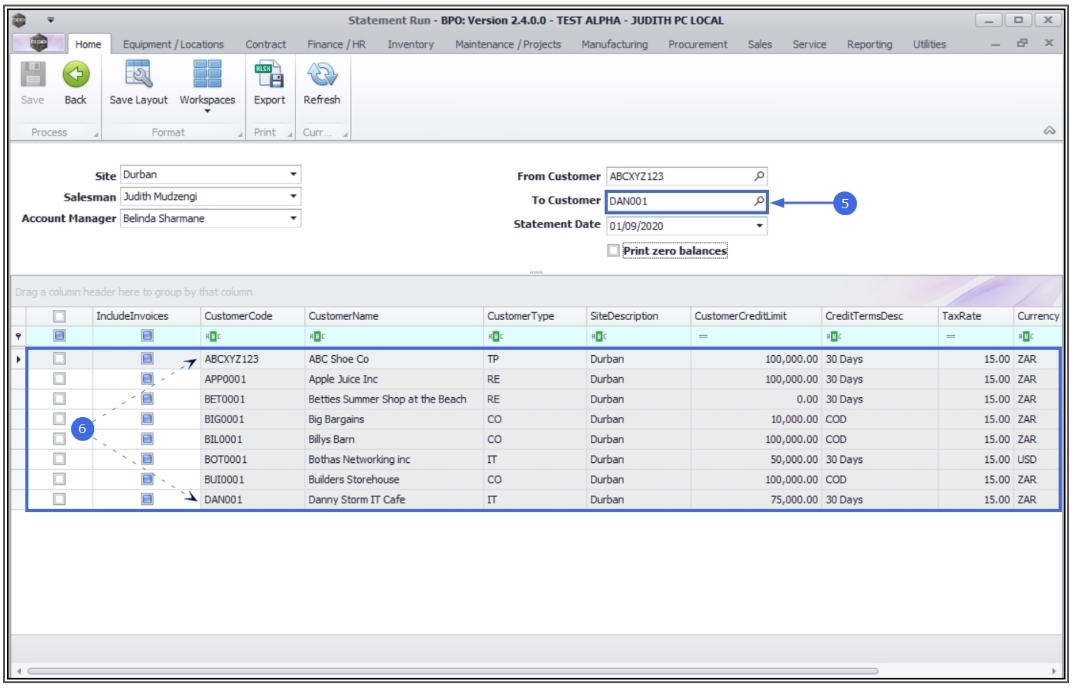


TO CUSTOMER

1. The **To Customer** field will initially 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**.

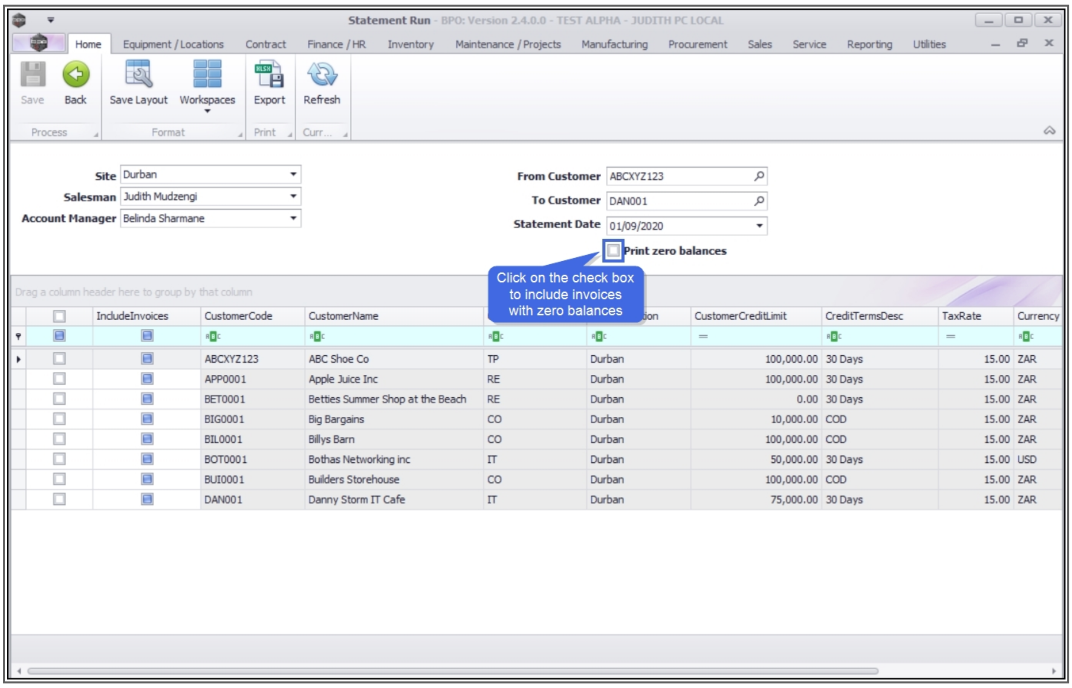


5. The **To Customer** field will now be populated with the selected customer.
6. The customers in the data grid will now be filtered according to your selection.



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.

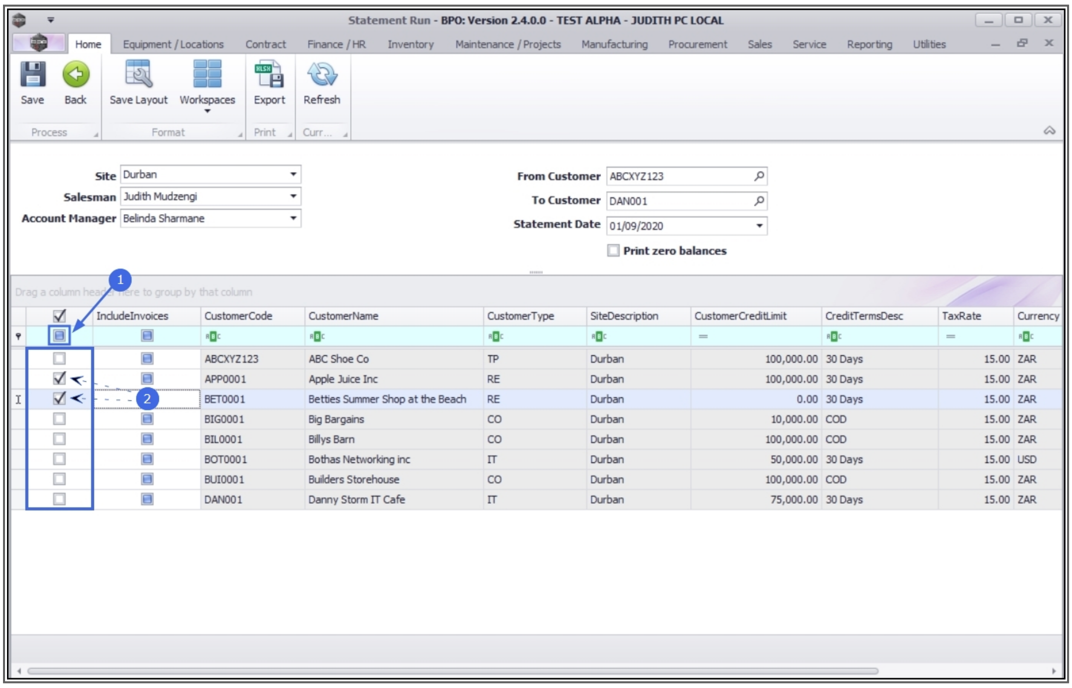


SELECT ALL CUSTOMERS

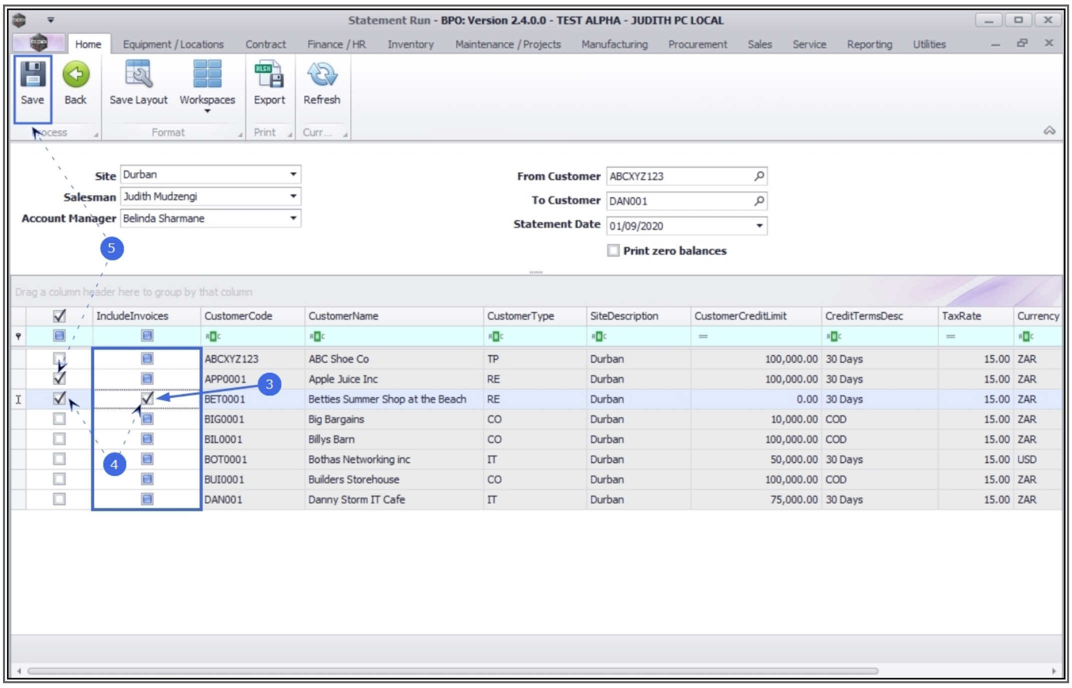
1. Click in the **Select Allcheck box** if you wish to 'quick select' all the customers displayed in the data grid. This feature will auto check all the customers to be included in the statement run.

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.

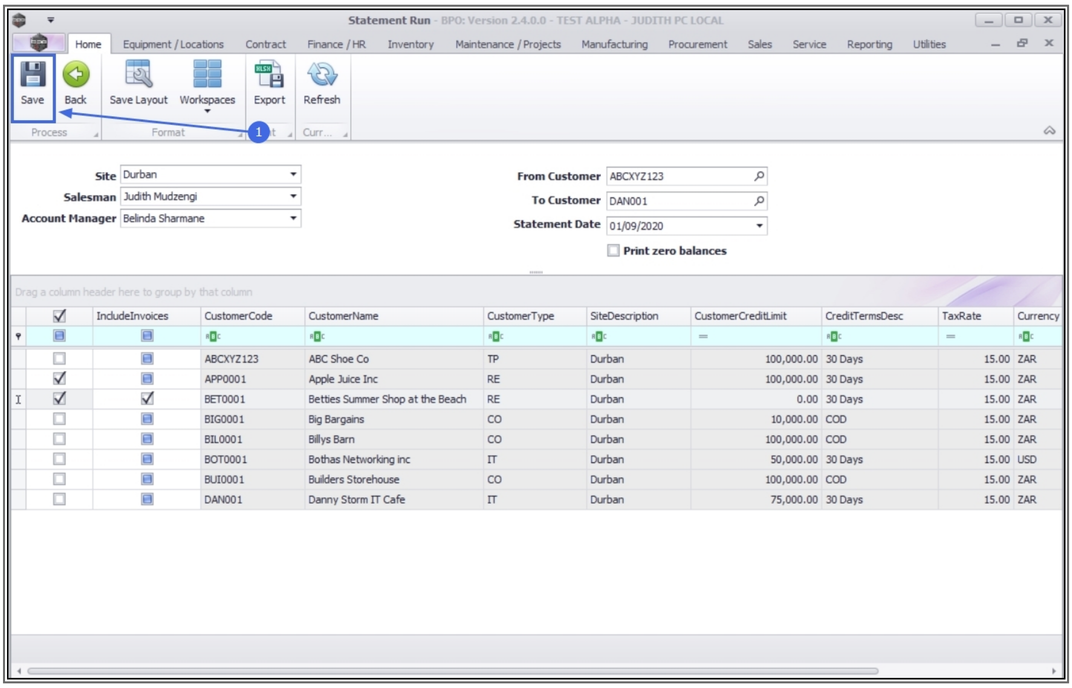


3. If you wish to include invoices, click on the **Include Invoices** check-box in the row of the customer you wish to include invoices for.
4. Ensure that you select the **row** of the customer as well as the **Include Invoices** check box.
5. The **Save** button will activate as soon as a customer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

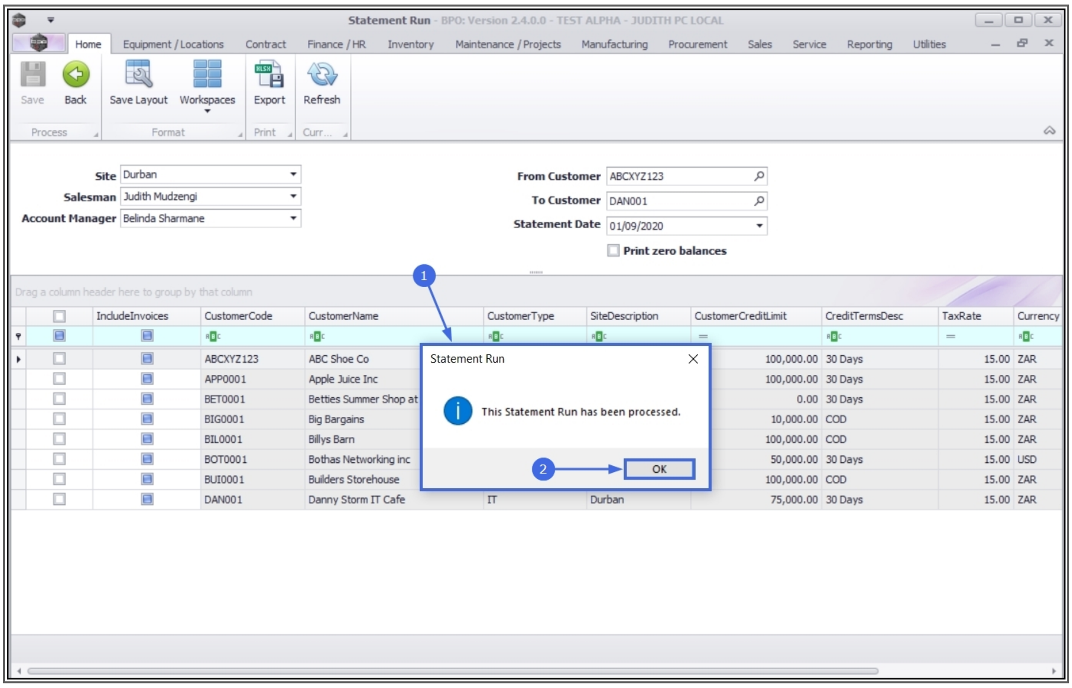


SAVE SELECTIONS

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