

## A/R Statement Printing (BPOS)

After you have aged your accounts, you can email and/or print your A/R statements. Prior to running your statements in BPOS for the 1<sup>st</sup> time, you will need to first set up your A/R Cut Off Date and your **Remit To** address. You probably also want to go ahead and set your Statement defaults while you are at it. You should only ever have to do this one time, a “set it and forget it” feature.

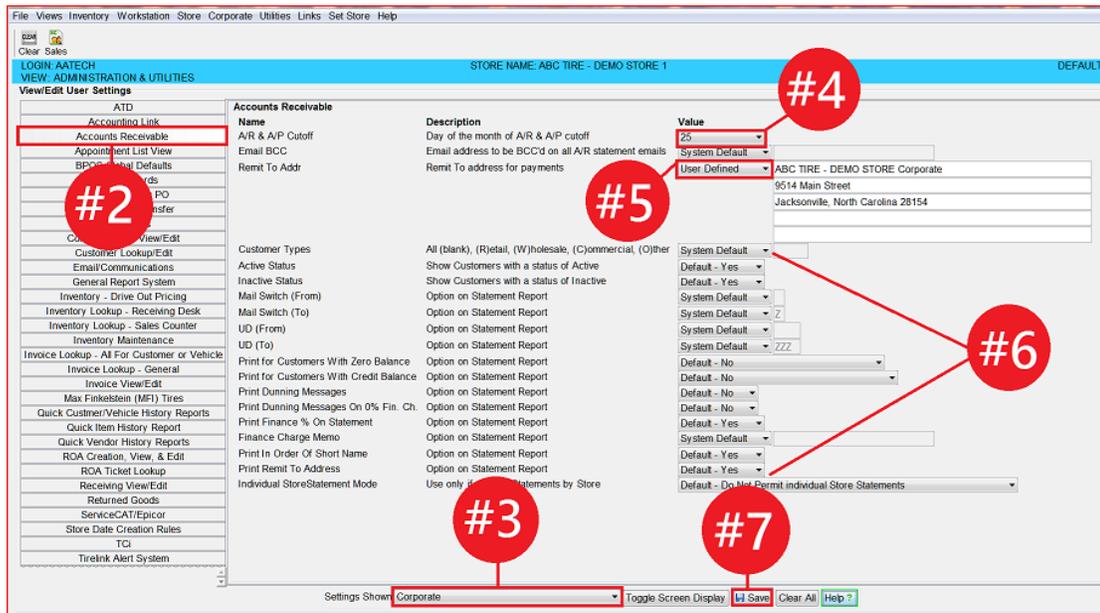
There is also a video showing how to perform this function:

**AR – Statements (Printing and/or Emailing) (6:44) AV #698**

**AR-Setting Statement / Closing Email Configuration (2:44) AV #699**

### To Configure Your Statement Defaults:

1. Click on **Views → Administration & Utilities**
2. Click on **Store → View/Edit Default Settings → Accounts Receivable**
3. Select the **Settings Shown** option at the bottom of your screen for **Corporate**
4. Select your **A/R Cut Off** date which is the day of the month that your normally age on – this usually the 25 or the last day of the month.
5. To change the **Remit To Addr**, change the selection from **System Default** to **User Defined** and type in the store mailing address that will be receiving the payments.
6. Review the remaining options and change the selections as needed.
7. Once you are finished, click **Save** at the bottom. Log out and back in to recognize your changes:



The screenshot shows the 'View/Edit User Settings' window for 'Accounts Receivable'. The interface includes a menu on the left, a main settings area, and a bottom status bar. Red callouts are placed over the interface to indicate key steps:

- #1**: Points to the 'Accounts Receivable' menu item in the left sidebar.
- #2**: Points to the 'View/Edit' option under the 'Accounts Receivable' menu.
- #3**: Points to the 'Settings Shown' dropdown at the bottom, which is currently set to 'Corporate'.
- #4**: Points to the 'A/R & A/P Cutoff' dropdown menu, which is set to '25'.
- #5**: Points to the 'Remit To Addr' dropdown menu, which is set to 'User Defined'.
- #6**: Points to the text input fields for the 'Remit To Addr', which contain the address: 'ABC TIRE - DEMO STORE Corporate', '9514 Main Street', 'Jacksonville, North Carolina 28154'.
- #7**: Points to the 'Save' button at the bottom right of the window.

## To Email and/or Print Statements in BPOS:

1. Click on **Views** → **Bookkeeping**

2. Click on the **A/R Statements** icon



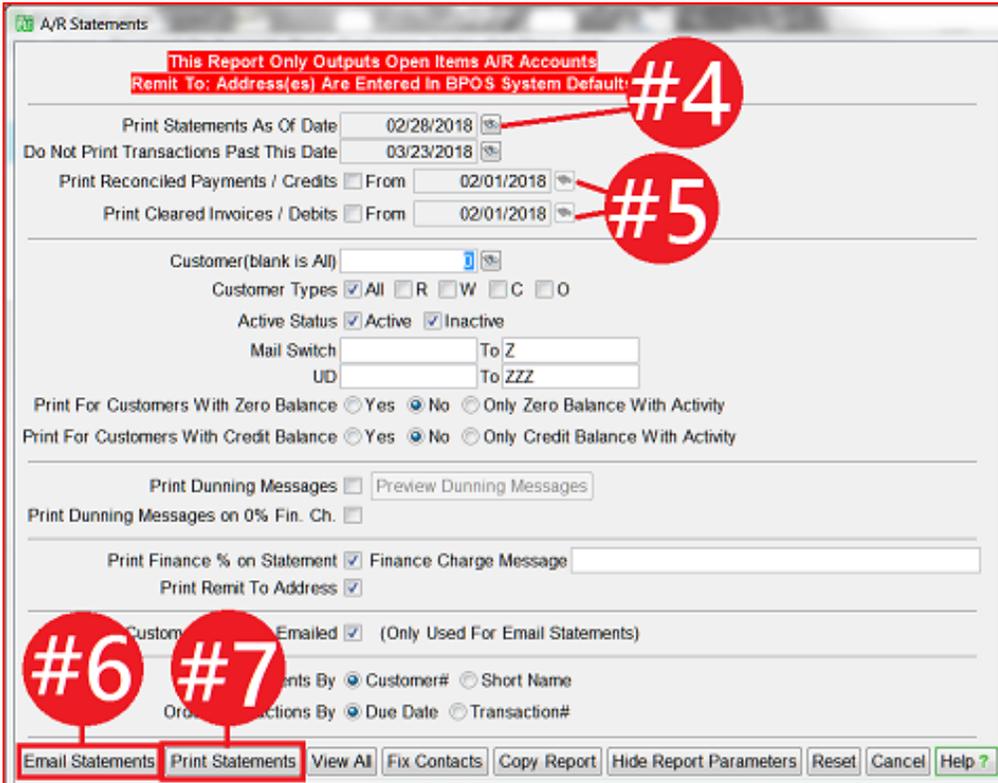
3. Click on **A/R Statements – Open Items Accounts**

4. Verify that the **Print Statements As Of Date** is the correct date or edit if needed

5. Review the selection options carefully. Most options are have already been set via your defaults. However, there are a few options you may wish to select. If you wish to **Print Reconciled Payments/Credits** and/or **Print Cleared Invoices/Debits**, you will need to check the box beside each of those options and edit the **FROM** date for each option as needed.

6. Once you are done reviewing your options, you will move on to emailing your statements to those customers who have opted to receive an emailed statement. Click on **Email Statements**. If you have no customers receiving emailed statements, skip to the next step.

7. Once the **Email Statement** routine completes, you can click on the **Print Statements** button to print the rest:



**A/R Statements**

This Report Only Outputs Open Items A/R Accounts  
Remit To: Address(es) Are Entered In BPOS System Default:

Print Statements As Of Date: 02/28/2018 **#4**

Do Not Print Transactions Past This Date: 03/23/2018

Print Reconciled Payments / Credits:  From: 02/01/2018 **#5**

Print Cleared Invoices / Debits:  From: 02/01/2018 **#5**

Customer (blank is All):

Customer Types:  All  R  W  C  O

Active Status:  Active  Inactive

Mail Switch: To Z

UD: To ZZZ

Print For Customers With Zero Balance:  Yes  No  Only Zero Balance With Activity

Print For Customers With Credit Balance:  Yes  No  Only Credit Balance With Activity

Print Dunning Messages:  Preview Dunning Messages

Print Dunning Messages on 0% Fin. Ch.:

Print Finance % on Statement:  Finance Charge Message:

Print Remit To Address:

Customer Emailed:  (Only Used For Email Statements) **#6**

Statements By:  Customer#  Short Name

Order Transactions By:  Due Date  Transaction# **#7**

Buttons: **Email Statements** **Print Statements** View All Fix Contacts Copy Report Hide Report Parameters Reset Cancel Help ?