BGEN-2i	*Page| 1 of 1*
Category	BOS General
Course	AR
Version	1.0
Client	Generic
Software	2.14.100

Hints and Tips

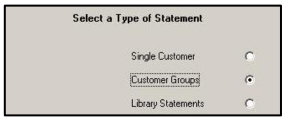
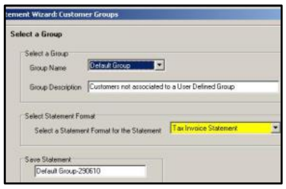
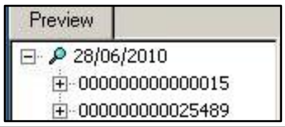
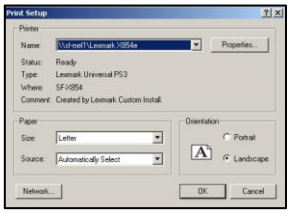
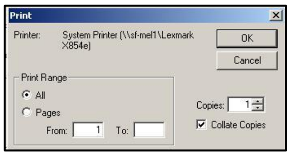
- ✓ A statement is generated ***after*** the end of period date has passed for accounts that:
  - have been added to an **End of Period Group** (on the AR **Parameters** tab)
  - have a balance greater than zero (if configured to only print statements with a positive balance).
- ✓ The statements are overridden each period; you must print the statements generated for the previous period before the end of the current period.
- ✓ To reprint printed statements for a previous period, refer to the BGEN-2j Reprint a Past Account Statement Fact Sheet.
- ✓ To print an interim statement, refer to the BGEN-2k Print a Trial Balance Statement Fact Sheet.
- ✓ **The statement Details:**
  - The total amount due is the amount owed for the current period reported, plus amounts from the past three periods which still haven't been paid.
  - Transactions performed **after** the tax statement invoice date will be listed on the next statement.
- ✓ Refer to the TECH-3e Configure AR Account Statements Fact Sheet to configure:
  - statement level of detail
  - maturity (weekly/monthly)
  - an interest charge premium
  - direct debit details.

  This also contains instructions on how to reprint statements if they print incorrectly/with the wrong dates etc.

Print EOP AR Account Statements

SUREfire automatically matures customer accounts, and generates tax invoice statements for all accounts with outstanding balances on a nominated schedule.

Procedure to Print EOP AR Account Statements

<table>
<tr><td>1.</td><td>From the BOS Receivables menu, select End of Period, then Printing Wizard.</td><td></td></tr>
<tr><td>2.</td><td>Select Customer Groups.</td><td>
</td></tr>
<tr><td>3.</td><td>Click Next.</td><td>
</td></tr>
<tr><td>4.</td><td>Select the applicable Group Name.
Your business can assign certain accounts to different groups; if a group isn't listed, this means there's no statements for those customers.
All other statement parameters are populated. A system generated file name is created.</td><td></td></tr>
<tr><td>5.</td><td>Click Print.
A preview of the statements is displayed.</td><td>
</td></tr>
<tr><td>6.</td><td>In the Preview pane, expand the date to list the account code/s a statement has been generated for.</td><td>
</td></tr>
<tr><td>7.</td><td>Select the printer to print the statement/s:
a. Click the Print Setup icon.
b. Select the Name of the required printer.
c. Click OK.</td><td>

</td></tr>
<tr><td>8.</td><td>Print the statement/s:
a. Click the Print icon.
b. Select the Print Range (this is useful to print many statements in more manageable chunks).
c. Click OK.
Statements print in account code order.</td><td>

</td></tr>
<tr><td>9.</td><td>Click the [x] icon located at the top right-hand side of the report.</td><td></td></tr>
<tr><td>10.</td><td><table><tr><th>To:</th><th>then:</th></tr><tr><td>print statements for another Customer Group</td><td>return to step 2.</td></tr><tr><td>exit the Statement Wizard</td><td>click Close.</td></tr></table></td><td></td></tr>
<tr><td></td><td></td><td>❑</td></tr>
</table>