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Category	BOS General
Course	AR
Version	1.0
Client	Generic
Software	2.14.100

Reprint a Past Period Statement

Printed customer account statements are saved in the Library Statements. This gives you the option to reprint all or specific account statements for a past period if required.

Procedure to Reprint a Past Period Statement

Hints and Tips

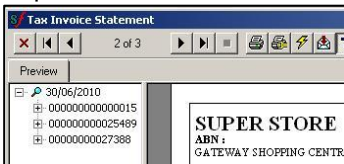
✓ The Library Statements lists every statement group that has ever been printed; they're not automatically deleted after a set time.

✓ Statements are sorted by the **Date Created**.

✓ To manually delete an old statement, select it at step 4 and click **Delete**.



✓ To reprint only the statement for a specific account, open the applicable statement period and check the page number that the account is displayed on; enter this as the page range at step 8.



✓ Refer to the [TECH-3e Configure AR Account Statements Fact Sheet](#) for instructions on how to reprint EOP generated statements if they print incorrectly/with the wrong dates etc.

1.	From the BOS Receivables menu, select End of Period , then Printing Wizard .	
2.	Select Library Statements .	
3.	Click Next .	
4.	Select the applicable statement. <i>*The selected statement is highlighted blue.*</i>	
5.	Click Print . <i>*A preview of the statements is displayed.*</i>	
6.	In the Preview pane, expand the date to list the account code/s a statement was generated for.	
7.	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 .	
8.	Print the statement/s: a. Click the Print icon. b. Select the Print Range <i>*This is useful to print a specific account statement or many statements in more manageable chunks.*</i> c. Click OK .	
9.	Click the [x] icon located at the top right-hand side of the report preview.	
10.	To: print another past period then: return to step 4. exit the Statement Wizard click Close .	