

BGEN-2k Page | 1 of 2

Category	BOS General
Course	AR
Version	1.0
Client	Generic
Software	2.14.100

Print an AR Trial Balance Statement

You can view and print an interim statement if a customer requests their account balance outside of the usual EOP statement cycle.

Procedure to Print a AR Trial Balance Statement

Hints and Tips

- ✓ 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.
- ✓ Alternatively, run the **Reports -> Accounts -> Account Detail** report instead. This displays the purchases, payments, and total owing between a start and end date; set the **Show Paid in Full** to [N] to see all transactions, and **Show Only AR Transactions** to [N] to also see the purchases and payments via other tender.
- ✓ Alternatively, run the **Receivables** menu -> **Trial Balance** report instead. However, this excludes 'future' amounts incurred during the current period.
- ✓ If your accountant requires the total owing on account at the end of the financial year, run the **Outstanding Account Balances report** instead.
 - **Important:** you must run this the morning after your EOP runs (e.g. 01/07); if you delay and the customer makes a payment, the report total will be minus this amount (despite the balance date selected).
 - The only other way to get this value is to retrieve the account statements for the June period (from the **AR Printing Wizard -> Library Statements**), and manually add up all the totals.

1.	From the BOS Receivables menu, click Accounts . <i>*Or select the Accounts Receivable icon.*</i>	
2.	In the Code field, type or search for the customer account code.	
3.	On the General tab, click Calculate Aging .	
4.	Select the requested Period End Date . <i>*All purchases and payments up to this date (inclusive) will be aged.*</i> <i>*As the date reports on the statement, change it from the default (last day of the current period) to avoid any confusion.*</i>	
5.	Select the Create Invoice Statement check box.	
6.	Click OK . <i>*A confirmation message is displayed. The Future amount has been allocated against the Current period; if the account in in credit the amount is listed as UnAllocated.*</i>	
7.	Click OK .	
8.	Click Close to exit the AR screen.	

BGEN-2k Page | 2 of 2

Hints and Tips

- ✓ A statement will only be generated if it matches the EOP configuration; i.e. if 'only print statements with a positive balance' is set, a statement won't be generated if the account is in credit or zero on the selected date.
- ✓ **Amounts Owning definitions:**
 - **Future:** purchases made during the current period; unless you age the account, these are only allocated to **Current** when EOP runs.
 - **Current:** money owing for the current period matured.
 - **Period 1/2/3:** Outstanding money still owing from the last 3 statement periods.
 - **UnAllocated:** the customer has paid too much against the account, it's in surplus. Statements are usually only configured to generate for accounts owning money.
 - **Total:** The sum of future, current, and period amounts, minus any unallocated amounts. A negative value means the account has been over paid (is in surplus).
- ✓ An interim statement doesn't look any different to the regular statement produced at the end of the period. The only indicator is the invoice date, if you changed it at step 4.

9.	From the BOS Receivables menu, click End of Period , then Printing Wizard .	
10.	Select Single Customer .	
11.	Click Next .	
12.	In the Account Code field, type or search for the applicable customers account code. <i>*Only accounts that you've generated an aged statement for can be populated/will display if you search.*</i> <i>*The account contact details and all other statement parameters are populated. A system generated file name is created.*</i>	
13.	Click Print . <i>*A preview of the statement is displayed.*</i>	
14.	Select the printer to print the statement: a. Click the Print Setup icon. b. Select the Name of the required printer. c. Click OK .	
15.	Print the statement: a. Click the Print icon. b. Click OK .	
16.	Click the [x] icon located at the top right-hand side of the report.	
17.	Click Close .	