Generating Accounts Receivable Statements

Monthly processing includes sending Customers a statement of the purchases and payments made throughout the month.

With BisTrack, Statements are generated, previewed and then sent. You can also easily re-print one at any time.

In this course, we will introduce the required set up and the full statement process.

Within Customer 'Account' properties are settings used for generating and distributing Statements.

Check the box to 'Send printed statement' when using regular mail.

From the 'Statement email' dropdown, choose 'Statement' to transmit via email.

'Notification' is for use with Web Track to advise customers their Statement is available for downloading.

Statements can also be sent by fax.

Documents that can be sent with the Statement include 'Signed SO', 'Invoice Only' or 'Both'.

Determine how many documents to print per page.

If the Customer has Job Accounts, you can generate 'Statements by job'.

The steps required to generate Statements are completed within the 'Statement Browser'.

Select this option from the 'Accounts Receivable' tab.

The top of the Browser contains buttons to generate, send, and mark statements as sent.

These functions are also available from the right-click menu.

To begin, select the ‘Generate Statements’ option.

The ‘As of date’ is displayed as today’s date.

When Statements are ‘As of’ a specific date such as a month end, change the date to match.

Decide if you will ‘Include customers with no transactions’.

Selecting this option includes all transactions up to and including the date specified. For those with Invoice Due Dates mid-month this is the recommended setting with the ‘As of date’ set to the last day of the month.

The second option includes all transactions up to, but not including the date specified. This is for those using the last day of month as the Invoice Due Date. Set the ‘As of date’ to the first day of the new month and then select to not include transactions for this day on the statement.

Click ‘Next’.

Include ‘All customers’, a selected ‘Customer Group’ or a specific ‘Customer’.

When selecting by ‘Customer Group’ or specific ‘Customer’ use the ‘Remove’ and ‘Remove All’ to change the listing as needed.

Click the ‘Next’ button.

A summary of the selections is shown.

Click ‘Back’ to make changes or ‘Finish’ to proceed with generating Statements.

To preview the Statements generated, the ‘Filter’ is set to ‘Statements to be sent’ and the ‘From’ and ‘To’ dates equal the ‘As of date’ used.

Click ‘Go’.

Review the Statements by scrolling through the list.

These columns indicate the Customer’s preference for receiving their Statement.

It is possible to make changes to these here.

Preview a Statement by selecting one from the list and clicking the ‘Statement Preview’ button or selecting the option from the right-click menu.

Indicate if you want to ‘Include fully paid transactions in the report’.

Click ‘Next’ then ‘Finish’.

The Statement is shown using the Report Generator.

When finished viewing click on the ‘X’ icon or select ‘File’, ‘Close’ from the menu.

Unwanted Statements can be removed from the list.

Select the individual Statement   choose multiple Statements   or use ‘Select All’.

Right-click and select the ‘Statement Delete’ option.

Choose ‘Yes’ to confirm deleting the selected Statement.

After reviewing and modifying the list click ‘Select All’ and then ‘Send Statements’.

You can also ‘Send statements’ for a range of Customers or individually.

Determine whether to ‘Include statements with a balance of zero’ and whether to ‘Include fully paid transactions on statements and as attachment’.

Click ‘OK’ to proceed.

Once the processing is complete the ‘Sent’ column for each Statement is flagged with a checkmark.

Past sent Statements are still available for preview or re-printing.

Set the ‘Filter’ to ‘Sent Statements’.

Select the ‘Customer’.

To narrow the search you may also set the ‘From’ and ‘To’ date range.

Select ‘Statement Preview’.

From within the Report Generator you can opt to print the statement to paper.

The method used to send your Customers their Statements is determined through Account settings and can be adjusted, if needed, at any time.

You should now understand the steps involved to generate, preview, send and re-print Statements using the Browser.

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Corporate Office
804 Las Cimas Parkway
Austin, TX 78746
USA
Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean
Blvd. Antonio L. Rodriguez #1882 Int.104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico
Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa
No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom
Phone: +44.1344.468468
Fax: +44.1344.468010

Asia
238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684
Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand
Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia
Phone: +61.2.9927.6200
Fax: +61.2.9927.6298