# Setting Up and Running Statements

A/R statements are typically sent out each month and let your customers know the exact amount due. This workflow keeps your customers informed and keeps cash flow moving.

This course will guide you through the process of using a statement template designer and generating and reviewing statements.

## Objectives

- Using a Statement Template Designer
- Creating Statements
- Reviewing Statements

## Using a Statement Template Designer

Your statements, like your organization, are unique.

The Statement Template Designer helps you create A/R statement layouts for your business based on your needs. You can use the template of your choice when creating statements.

Let’s create a new template.

From the main menu, select **Accounts Receivable > Setup > Statement Template Designer.**

Click the **Add** button.

Fill out the information that you need in your statement.
Fields marked with a red asterisk are mandatory.

Enter a name for this statement *here.*
Enter the email address these statements will come from; the subject of the email to be sent to your customers; your website URL and name.
Tap the **Add** icon to upload your company logo.
The logo should be within allowd Pixels.

You can include or exclude information in the statement by selecting and deselecting the checkbox.
For example, checking the **YTD Finance Charge** displays the year to end accrued finance charges.
Remember, running statements twice will not include the correct invoice images. You must use the Statements Viewer to *resend* statements.

Tap **Save** after customizing the template.

Tap **Preview** to view the statement design.

## Creating Statements

Statements should only be created *once* per statement cycle.
Typically, that cycle is monthly, but you may find that bi-monthly or even weekly statements are needed.
*You* determine what a statement cycle is for your business. Whatever that time frame is, you should only use this function *once* for each cycle.

From the main menu, select **Accounts Receivable > Statements.**
On the **Statements** page, we have *two* options.
Select **Print/Email Statements** to create statements.

Fill out the **Print/Email Statements** section with the necessary information.
Fields marked with a red asterisk are mandatory.

Enter the end date for the statement *here.*
You can select a date by tapping the **Calendar** icon.
All invoices ***up to this date*** will be included in the statement.
However, if you run statements multiple times with the same end date, the list of related invoices will not be included. If you need to resend one or more statements with the related invoices, you will use the Statements Viewer.

From *this* drop-down menu, select the statement template name.
Choose how you want to export the statement from the drop-down menu.
When you select **Print and Email** or **Print Only** you can choose the statement printer.
Write a message in *this* field to easily communicate upcoming events or updates to your customer.
You can enter customer tags in the **Record Selection** section if you *only* want certain customer accounts to see the statement.
Leave the field blank to create a statement for *all* customers.

Tap *here* to review and change statement options for this statement run.

Switch the toggle *on* to include zero balance accounts, inactive zero balance accounts, or credit balance accounts.
Choose to create statements for *past-due accounts only* or to not print terms and discounts on past due accounts.
Tap **OK** to close the window.

*Finally*, tap **Print/Email Statements.**

A pop-up appears stating that the statement is being run.
Use the task log viewer to check the status.

## Reviewing Statements

If you need to send out all or individual statements ***again***, remember to use the Statements Viewer.
Running statements again will ***not*** include the invoices for that statement period.

To review the statements you created, click **Statements** and select **Statements Viewer.**

A list of statements is shown in the grid.
Use the available filters to narrow the results.

You can sort the statements from oldest to newest or vice versa by clicking the **Statement Date.**

Check the box to select a statement or check *this* box to select all the statements *then* tap **Export to Excel** to export the data to an Excel file.
You can only ***view*** one statement at a time.

Select a statement and *then* select **View Statement Details** to view the statement in full screen.
Tap the *Print* or *Download* icons to print or download this statement.

If you need to *reprint* these statements, the **Print & Email** button lets you decide how you want to generate the statement.

## Recap

A/R statements are a great way to keep your customer informed and maintain cash flow.

In this course, we showed you how you can use the Statement Template Designer to design your statement. We also showed you the process of creating and reviewing A/R statements.

## About Epicor

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