Printing Client Statements

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Overview:
This document outlines the steps involved to prepare and print retail client statements in Agency Systems.

Process:

1. Select A/R from the menu bar, and then select PRINT STATEMENTS from the drop down menu.
    - If printing statements for all retail clients with a balance, DO NOT enter a first and last client number.
    - If printing for a single or range of clients, enter in the desired client numbers in the first and last client number fields.
2. It is recommended that department be left at ALL DEPARTMENTS.
3. The operator can select to show direct billed, credit and/or zero balance invoice transactions by marking the corresponding options.
4. The balance method should be left at CLIENT DEFAULT.
    - The open item statements choice will print all unpaid invoices for the client even from prior months.
    - The balance forward statement choice totals the unpaid balance from prior and displays and the balance forward amount and shows the current months transaction in detail.
5. For the statement date, type in the beginning date of the statement period. (first day of the statement month).
6. For the last statement date, enter in the date statements were last printed. (Normally the last day of the previously month).
7. For the "include futures through this date", enter the last day of the month, unless you want to pick up items due for the next month.

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