17 : PRINTING STATEMENTS

1. MAIN MENU #3 - CUSTOMER BILLING.

2. PRESS 8 - PAYMENTS & BILLING.

3. IF YOU CHARGE FINANCE CHARGE TO SLOW PAYERS, YOU MUST CALCULATE BEFORE PRINTING STATEMENTS. IF YOU DO NOT CALCULATE FINANCE CHARGE GO TO STEP #11.

4. PRESS 9 - FINANCE CHARGE MENU.

5. PRESS 1 - CALCULATE FINANCE CHARGE. SELECTION 1 IS DEFAULT. YOU CAN CHANGE TO ANY TIME PERIOD 1 – 4.

6. PRESS F1 TO CALCULATE. CURRENT CHARGES START BOX WILL BE DISPLAYED. REMEMBER THESE DATES NEED TO BE THE SAME AS THE DATE RANGE FOR PRINTING STATEMENTS. YOU CAN CHANGE ALL FIVE DATE LINES AT ONE TIME BY PRESSING PAGE UP TO GO BACK OR PAGE DOWN TO COME FORWARD.

7. PRESS F1 TO CONTINUE. FINANCE CHARGE DATE BOX WILL BE DISPLAYED SHOWING THE LAST DAY OF BILLING CYCLE. PRESS ENTER TO CONTINUE.

8. THE JOURNAL WILL BE DISPLAYED ON SCREEN. YOU MAY MAKE CHANGES TO THE TOTALS AS NEEDED. WHEN FINISHED PRESS F2 TO EXIT.

9. YOU WILL BE ON THE FINANCE CHARGE MENU AGAIN. PRESS 4 TO ADD FINANCE CHARGES TO CUSTOMER BILLING. IT WILL TELL YOU THAT IT HAS BEEN ADDED TO CUSTOMER BILLING. PRESS ENTER TO CONTINUE.

10. PRESS F2 1 TIME AND YOU WILL BE BACK ON PAYMENTS & BILLING MENU.

11. PRESS A - PRINT STATEMENTS.

12. YOU HAVE 7 OPTIONS TO CHOOSE FROM. STEPS FOR ALL OPTIONS ARE THE SAME EXCEPT OPTION 1 ASKS FOR THE CUSTOMER NUMBER.

NOTES

13. PRESS THE NUMBER OF OPTION YOU WANT.

14. AGING DATES FOR CUSTOMERS BOX WILL BE DISPLAYED.

15. CHECK STARTING DATES FOR BILLING PERIOD. CHANGE DATES IF NEEDED BY USING PAGE UP OR PAGE DOWN

16. PRESS F1 - CONTINUE.

17. CUSTOMER BILLING STATEMENT BOX WILL BE DISPLAYED. MAKE CHANGES AS NEEDED.

18. PRESS F1 - CONTINUE.

19. STATEMENT MESSAGE BOX WILL BE DISPLAYED. INPUT STATEMENT MESSAGE NUMBER (IF ANY) AND PRESS ENTER.

20. THE MESSAGE CHOSEN WILL APPEAR IN THE LOWER MESSAGE STATEMENT BOX.

21. PRESS F1 - CONTINUE.

22. IF YOU ARE PRINTING A SINGLE CUSTOMER IT WILL BE DISPLAYED ON SCREEN. IF YOU ARE PRINTING A GROUP PRESS F3 TO PRINT ALL.

23. ALL STATEMENTS WILL BE DISPLAYED ON SCREEN.

24. PRESS F1 TO PRINT. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.

NOTES