Steps to Generate Customer Statements

Before you attempt to run statements:

Verify ALL of your booked orders for the statement period are **invoiced** before running statements or else they will not show up on the statements.

Verify ALL of your payments **entered** are **applied** to each account.

Step 1:

Generate Customer Statements.

You can find that page in back office under "**A/R -> Customers -> Generate Customer Statement**".

On that page you will have following options:

1. **Select Statement Period.** Select the period for which you want to run the statement.
2. Select the filter option provided on the page through which you can either print a particular type of Customer Statement or stop statement delivery for a particular customer or customers.
3. Select the filter option provided on the page by which you can include accounts with negative balances.
4. Select the filter option provided on the page by which you can exclude accounts that have a balance forward on their statements.
5. Use the option "Minimum balance to receive statement" in order to produce statements that have a minimum balance specified in the filter.
6. If a customer statement for the period was already generated, then you will receive an option to "**Restart Process**". Click "Restart Process" if you want to generate fresh statements or choose the display option "**Click to get status of data generation process or statements**" to use already generated statements.
7. If statements were not generated before then you will have the option to generate them. To do this, click on the button "**Click here to first generate statement data**".
8. A POP window will appear. Because the statement generation is a long running process, a confirmation window will appear. On that popup window, click on the button "**Please click to start process**". When you click on this button, the pop-up window will close and the process will start and will take time to execute.

Generate Customer Statements

Generate Customer Statements

Select Statement Period Dates from 11/1/2013 to 12/12/2013

Please select one of the two option from customer types
[1].To Print Statement [2].To Not Print Statement

[1].Select Customer Type To Print Statement ---Select Customer Type---

[2].Select Customer Type To Not Print Statement ---Select Customer Type---

[3].Select Customer Type To Not Print Statement ---Select Customer Type---

Include accounts with negative balance? ☐ (check if yes, by default system will not print statements with negative (credit) balances)

Exclude balance forward statements? ☐ (check if you wish to exclude accounts with a balance forward)

Minimum balance to receive statement? (leave blank if you wish to print statements for all)

Click here to first generate statement data

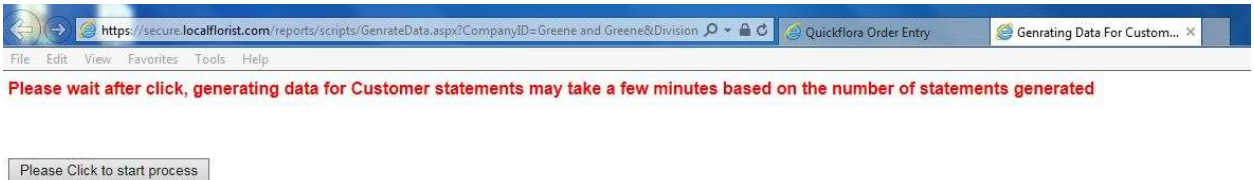Click to get status of data generation process or statements

Last Customer Statement data Generated on:12/13/2013 1:35:46 AM. You can generate Statement now For Period : Date is from 11/1/2013 To 12/12/2013

Restart process

Select Statement Output Destination Print The Statements On The Designated Printer

Process Print Customer Statement

Click "Please Click to Start Process"

https://secure.localflorist.com/reports/scripts/GenrateData.aspx?CompanyID=Greene and Greene&Division

Quickflora Order Entry | Genrating Data For Custom...

File   Edit   View   Favorites   Tools   Help

Please wait after click, generating data for Customer statements may take a few minutes based on the number of statements generated

Please Click to start process

Step 2:

Check the status:

On the customer statement generation page you will see the link "**Click to get status of data generation process or statements**". By way of that link, you will be able to check the status of the process.

Step 3:

Lastly, using the status link, you will reach the following page (see figure below). From this page you can view statements and invoices for customers. You can also preview and print them.

Statement Generation Time/Date: **12/3/2014 1:28:40 PM**

Customer Statement Data Generation is now complete.

The following statements have been generated Total: 87

Add Invoices to Statement
click on above link to add invoices at end of statements.

Customer ID	Customer Name	Customer Type	Pay Amount	Preview	Preview All Invoices	List Of Invoices
C-306			$0.01	🔍	🔍	
C-1102	Mohd Afzal		$0.98	🔍	🔍	
C-779	Declined order test		$1.08	🔍	🔍	
CRT01	Credit Card Test		$1.18	🔍	🔍	
N-1091	gg gg		$3.00	🔍	🔍	
123	Jenn Woodham	Hot	$3.31	🔍	🔍	
Vikas Test	Vikas Test		$4.36	🔍	🔍	
C-896	Test Test		$6.40	🔍	🔍	
C-527	Gaurrav Jain		$12.68	🔍	🔍	
C-384	Gaurav Agrawal		$18.50	🔍	🔍	
C-1082	Test Report		$19.20	🔍	🔍	
C-173	Lori Wohlwend		$40.50	🔍	🔍	
C-203	JILL HOEMANN		$44.99	🔍	🔍	
CAT01	Cash Test		$45.68	🔍	🔍	
C-1009	test test	Retail Customer	$48.89	🔍	🔍	
C-393	Gaurav Prod Test Agarwal		$48.99	🔍	🔍	
HAT02	House Account Test		$49.03	🔍	🔍	
C-492	Financial Test3		$51.10	🔍	🔍	
C-531	Vikas Gupta		$55.45	🔍	🔍	
C-31	Donald Weed		$58.00	🔍	🔍	
C-33	Eric Fries		$58.00	🔍	🔍	

Step 4 (optional):

You can view statements one by one on screen or you can print them using the "**Select Statement Output Destination**" option. You will be able to print from any number of statements or after any specific customer ID.

	Restart process
Select Statement Output Destination	Print The Statements On The Designated Printer ⌄
Process	Print Customer Statement

Please Select One Option From Below

Print all : ☑

From : [   ]   To : [   ]

Print After Customer ID : [   ]

Start Process

Step 5 (optional):

how to "Add invoices to statement".

On the statement status page, there is a link "Add Invoices to Statement" click on that link. A confirmation popup window will populate.

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C-1102	Mohd Afzal		$0.98	🔍	🔍	
C-779	Declined order test		$1.08	🔍	🔍	
CRT01	Credit Card Test		$1.18	🔍	🔍	
N-1091	gg gg		$3.00	🔍	🔍	
123	Jenn Woodham	Hot	$3.31	🔍	🔍	
Vikas Test	Vikas Test		$4.36	🔍	🔍	
C-896	Test Test		$6.40	🔍	🔍	
C-527	Gaurrav Jain		$12.68	🔍	🔍	
C-384	Gaurav Agrawal		$18.50	🔍	🔍	
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HAT02	House Account Test		$49.03	🔍	🔍	
C-492	Financial Test3		$51.10	🔍	🔍	

Turn on the checkbox if you would like to all customer's invoices added with statement and Start the process.

Please wait, adding invoices to Customer statements may take a few minutes based on the number of statements generated

☐ Check if for all customer need to add invoices with statement.

Please Click to start process

When Invoiced are added with statements, system will pop up a confirmation message.

Invoices are added now to the statements please check on Statement List page.

Now if you check statements status then system will show confirmation message on status page "Invoices added now at end of Statements"

Statement Generation Time/Date: **12/3/2014 1:28:40 PM**

Customer Statement Data Generation is now complete.

The following statements have been generated Total: **87**

Invoices added now at end of Statements

Customer ID	Customer Name	Customer Type	Pay Amount	Preview	Preview All Invoices	List Of Invoices
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C-1102	Mohd Afzal		$0.98	🔍	🔍	
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C-527	Gaurrav Jain		$12.68	🔍	🔍	
C-384	Gaurav Agrawal		$18.50	🔍	🔍	
C-1082	Test Report		$19.20	🔍	🔍	

Step 6 (optional):

If you need statements of all the customers to be included in one PDF file then please send us an email requesting this and we will create it and send it to you (within 24 hours normally).