

Debtors Statements Menu

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Debtors Statements

The Debtors/ Customer statements allow the company to send out statements to customers via print out, emails or sms.

This is found in **Debtors Module > Reports > Statements**

Statements

Search

Select All

Select None

Print

Pre Print

Print PDF

Email

SMS

Export

Status

Debtor From:

Debtor To:

Date From:

2024-01-01

Date To:

2024-01-31

Show Zero:

Currency:

Rand South Africa

Type:

Normal

Open Item

Statement Type:

All

Billing Group:

All

Handover:

All

Division:

All

Region:

All

Show Branches:

Page 1 of 1

Remove Paging:

Company Details

Analysis

#	Select	Code	Name	Currency Code	Statement Balance	Contacts	Email
1	☐	1002	TRACEY LEE MOODLEY	R	104 342.46		
2	☐	1008	ACE Traders	R	24 317.46		imraan@hugesoftware.co.za
3	☐	10145	test 2	R	747.50		
4	☐	1101	Cashmart	R	1 374.25		
5	☐	1102	ZIG Production	R	(6 500.00)		
6	☐	1134	Pnp Woodmead	R	552.00		
7	☐	1136	Pick n Pay	R	227.70		

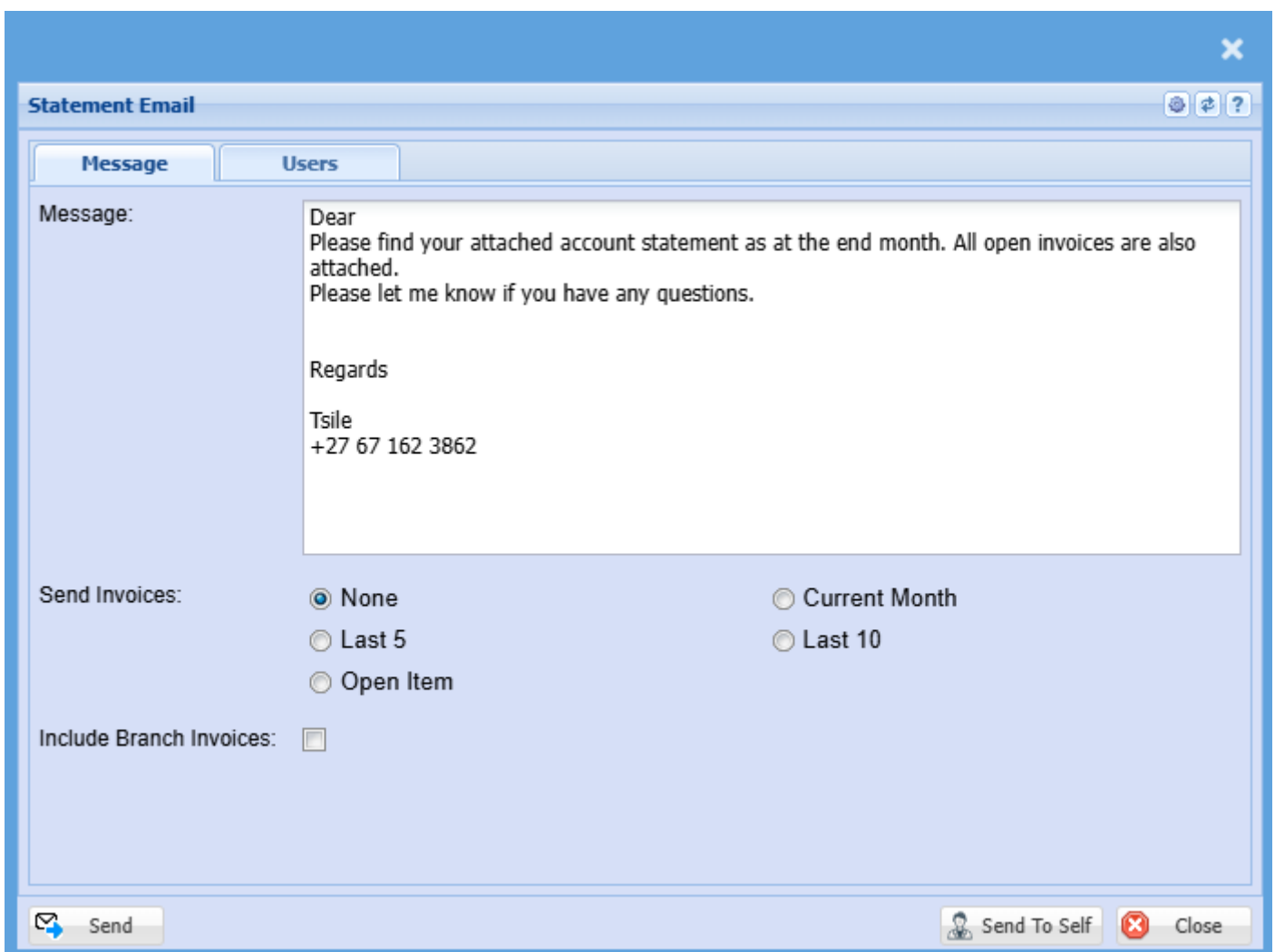
Debtor From and Debtor To enter a specific debtor to run the statement or alternatively leave blank to see all debtors

Select all	Select all flags all debtors in the list
Select None	Select none removes the selected list
Print	Prints to screen the statement details
Pre-Print	Send the statement to your email address
Print Pdf	Send the statement to your email address
Email	This will email the statement to the person selected to receive statement shown on the email column
SMS	This will sms the statement to the person selected to receive sms statement (cell number provided)
Export	XML or CSV - export the statement in either a CSV or XML format

Status	Opens up the printing status window so you can see the whether the statement was sent successfully.
Show Zero	Tick this if you want to see statement with zero balance in the grid
Normal	Shows all transactions between date range
Open statement	Shows outstanding un allocated transactions with opening balance
Billing Group	Filter statements by Billing Group

Email statements with attachments

When sending out debtors / customer statements, one can attach invoices to the emailed statements.



Statement Email

Message: Dear
Please find your attached account statement as at the end month. All open invoices are also attached.
Please let me know if you have any questions.

Regards
Tsile
+27 67 162 3862

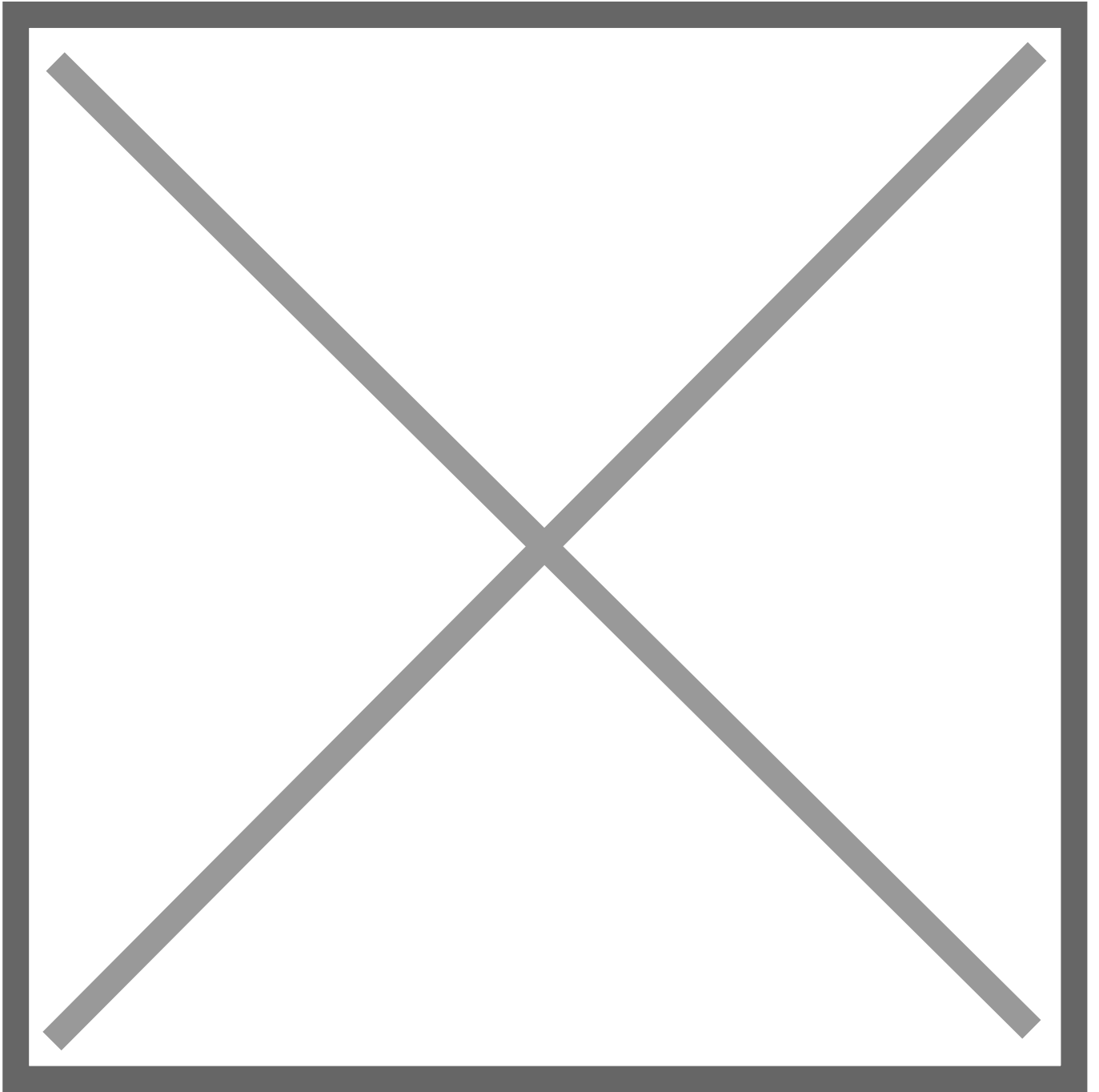
Send Invoices: ☒ None ☐ Current Month
☐ Last 5 ☐ Last 10
☐ Open Item

Include Branch Invoices: ☐

Send Send To Self Close

The Send Invoices options allow for the following:

None	Does not attach any open invoices to the emailed statements.
Last 5	Takes the last five invoices of the customer irrelevant of the date of invoice and attaches these to the statement.
Open Item	Takes the invoices that are unpaid or fully allocated and attaches these to the email statement.
Current Month	The Current invoices when sending out statements work off of It can either be set to 7 Days or 30 Days. It also depends on if the Debtor / Customer is set to Date of Statement or Date of Invoice.
Last 10	Takes the last ten invoices of the customer irrelevant of the date of invoice and attaches these to the statement.



Status

Check the status of the statements emailed out.

This will only show one line with status of 5 of 46 statements sent

Printing Status

Printing Status

Search

View

Details

Download

Export Grid

Mailing Type:

All

User:

Malcolm Granville

Date From:

2024-11-05

Date To:

2024-12-05

Doc Number:

Company Name:

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Remove Paging:

#	Date Sent	Time Sent	Printing Type	Printing Status
1	2024-12-05	11:28:02	Debtors Statement Email	Complete
2	2024-12-05	11:14:06	Debtors Statement Email	Complete

When statement email is complete, the system will send confirmation of statements emailed out.

Statement Report

Delete

Archive

Report

Zoom

Statement Report

S

servic

To: Service

Thu 2024-12-05 11:28

Debtors statement email status report

B

Type: PDF

Generated On: 2024-12-05 11:28:02

(SPP) Southern Pine Products (Christchurch)

MG

3

tr

Successful

SGS New Zealand Ltd

MG

D

Successful

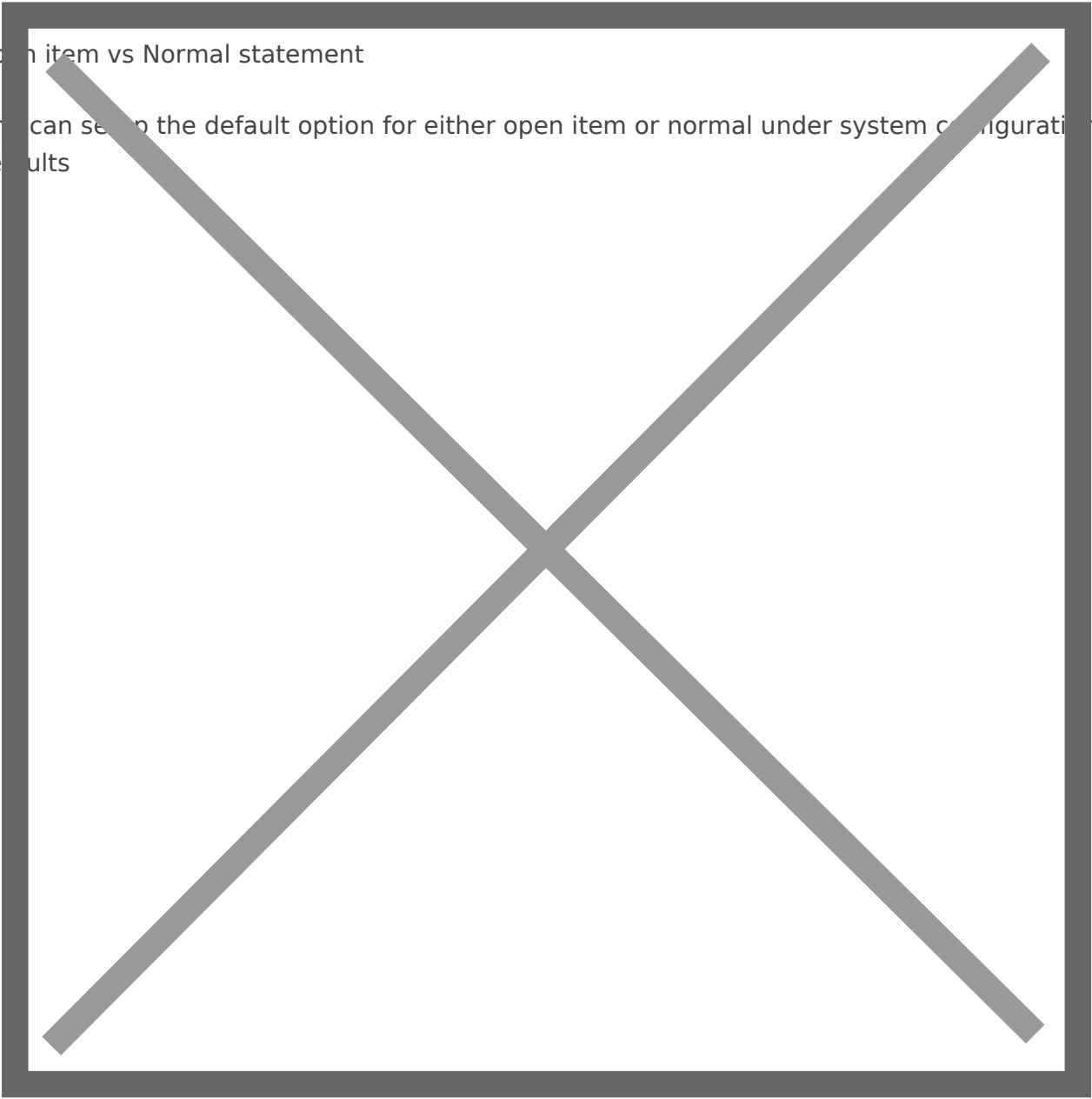
Reply

Forward

Statements defaults

Open item vs Normal statement

One can set up the default option for either open item or normal under system configuration > defaults



Consolidated statements or branch statements

Video training manual 2016 - [Click Here](#)

Head office statements combine branch invoices into one statement to the head office broken down into sections.

For best results, have these settings active

Statements

Search Select All ☒ Select None ☐ Print Pre Print Print PDF Email SMS Export Status

Debtor From: Debtor To:

Date From: Date To:

Show Zero: ☒ Currency:

Type: ☐ Normal ☒ Open Item Statement Type:

Billing Group: Handover:

Division: Region:

HO Linked Accts: ☒ Filter HO: Email / Print: ☒ All ☐ Email ☐ Print

<< < Page 1 of 1 > >> Remove Paging: ☐ Company Details Analysis

#	Select	HO	Code ▲	Name	Statement Balance	Branch Totals	Email
1	☐		AOT001	Aotea Security Albany		0.00	p
2	☐		DRU001	Drummond & Etheridge (HO)		0.00	tl
3	☐		SGS001	SGS New Zealand Ltd		1,2	D
4	☐		SPP01	(SPP) Southern Pine Products (Christchurch)	36!	36	tr

Date From and Date To	Select the correct dates from and to for statements
Show Zero	For best results select show zero The reason for this is that if a branch has invoices but the head office has none, then the search will not bring back any results for the branches
HO Linked Accs	Head Office Linked Accounts - active tick to filter by Head Office accounts only

