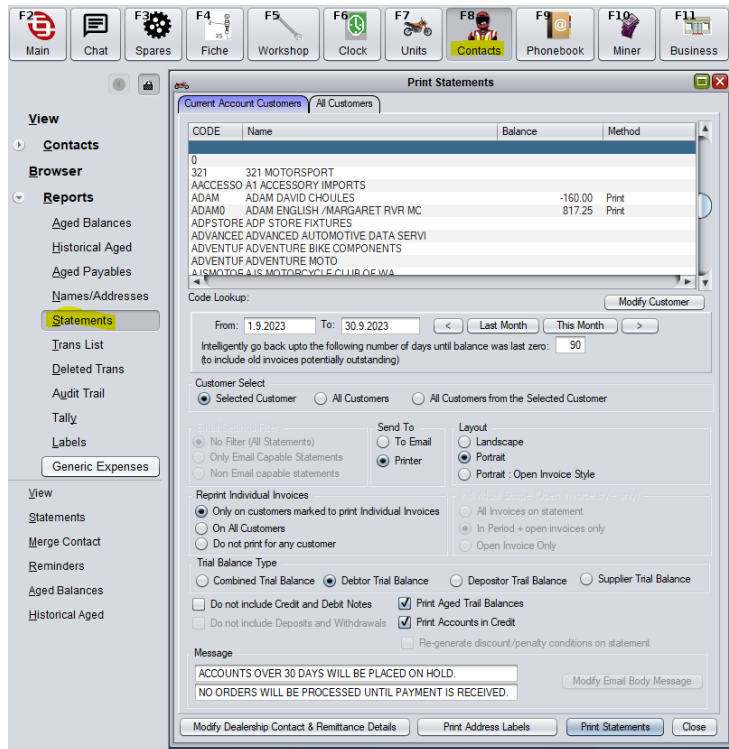


# DEBTOR STATEMENTS

## Sending Statements for Accounts Receivable

Go to Contacts->Reports->Statements



Select the filters you require to send statements. You can email or print based on if you have an email address for the account customer or not. c9 knows which statements can be emailed and printed so you just select Send To->To Email or Send To->Printer.

## Emailing Statements

For debtor accounts with an email address, select the filters Customer Select: All Customers, Email Settings Filter: Only Email Capable Statements, Send To: To Email, Reprint Individual Invoices: (Most dealerships select) Do Not Print For Any Customer, Uncheck Print Accounts In Credit.

The screenshot shows the 'Print Statements' window with the following settings:

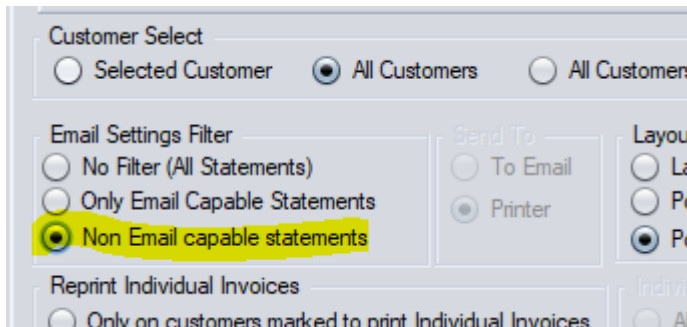
- Customer Select:**  All Customers
- Email Settings Filter:**  Only Email Capable Statements
- Send To:**  To Email
- Layout:**  Portrait : Open Invoice Style
- Reprint Individual Invoices:**  Do not print for any customer
- Trial Balance Type:**  Debtor Trial Balance
- Print Accounts in Credit:**  (unchecked)
- Message:** ACCOUNTS OVER 30 DAYS WILL BE PLACED ON HOLD. NO ORDERS WILL BE PROCESSED UNTIL PAYMENT IS RECEIVED.

CODE	Name	Balance	Method
0			
321	321 MOTORSPORT		
AACCESSO	A1 ACCESSORY IMPORTS		
ADAM	ADAM DAVID CHOULES	-160.00	Print
ADAM0	ADAM ENGLISH /MARGARET RVR MC	817.25	Print
ADPSTORE	ADP STORE FIXTURES		
ADVANCEE	ADVANCED AUTOMOTIVE DATA SERVI		
ADVENTUF	ADVENTURE BIKE COMPONENTS		
ADVENTUF	ADVENTURE MOTO		
ALSMOTDE	ALIS MOTORCYCLE CLUB OF WA		

Once the filters are set to you requirements, click print statements. For Email statements c9 will automatically email each statement out to the respective debtor.

## Printed Statements

For printed statements the process is exactly the same, with the exception that you change the filter Email Settings Filter: Non Email capable statements.



The screenshot shows a software interface with several sections:

- Customer Select:** Three radio buttons:  Selected Customer,  All Customers,  All Customers.
- Email Settings Filter:** Three radio buttons:  No Filter (All Statements),  Only Email Capable Statements,  Non Email capable statements (highlighted in yellow).
- Send To:** Two radio buttons:  To Email,  Printer.
- Layout:** Three radio buttons:  Le,  Pe,  Po.
- Reprint Individual Invoices:** Two radio buttons:  Only on customers marked to print Individual Invoices,  All.

Click Print Statements and c9 will print the statements and you can post them out.

## Working with individual customers

c9 is also capable of allowing you to work with individual statements if you need to. I.E. you may have a request to reprint a statement for a particular customer etc. In this case, use the customer code to find the selected customer in the list of customers. Make sure the filter Customer Select: Selected Customer is set and review other settings as required. You can email or print. Click Print Statements.

## Printing Only

If you wish to send all statements via mail you can set the filter Email Settings Filter: No Filter, then set Send To: Printer and review other filter settings in c9. Click Print Statements.