AR Statement Summary Report

Last Modified on 08/08/2018 9:11 am CDT

AR Statement Summary

Purpose:

This report is useful to send to your clients to inform them of outstanding invoices left in the system. This report works much like the aging report in respect to showing you the current open invoices as of the 'End Date' entered.

To run this report for all current open invoices, enter today's date as the 'End Date' parameter.

End Date	12/18/2017	Customer ID	
Include Zero Balance Invoices	No	Customer Name	beta el
Sort By	Invoice Date		

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High Tech Staffing   Statement Date: 12/18/2017

Staffing Company 569 Staffing Street AnyTown, USA 11236   **Your Account Number:**   4295012463

Statement

Beta Electric
4512 West Hallow way
Eagan, MN   55121

INVOICE TERMS: Net Due Upon Receipt Of Invoice

			Total Due:	$16,320.03
Invoice Date	Invoice Number	Invoice Amount	Amount Paid	Balance Due
11/8/2017	123211	$0.00	($659.00)	$659.00
11/10/2017	540	$4,261.95	$825.60	$3,436.35
12/11/2017	591	$2,802.56		$2,802.56
12/18/2017	594	$966.40		$966.40
12/18/2017	595	$8,455.72		$8,455.72
	Totals:	$16,486.63	$166.60	$16,320.03

Parameters:

1. End Date: The date in which you want to view the statement for. If you want to view a

statement of open invoices that were unpaid as of last year, put in a date for last year. If you want open invoices as of yesterday put in yesterday's date.

2. Customer ID: Enter a specific customer id to view the statement for that customer only.

3. Include Zero Balance Invoices: Allows you to filter if you want to show invoices that have been paid off and have a zero dollar balance on them or if you just want to show invoices that have a remaining balance on them.

4. Customer Name: Enter the customer name that you want to view this statement for.

5. Sort By: Select from an array of fields to sort the data within the specified group. Has the following options:

    a. Invoice Date

    b. Invoice Number

    c. Invoice Amount

    d. Balance Due

Related Articles