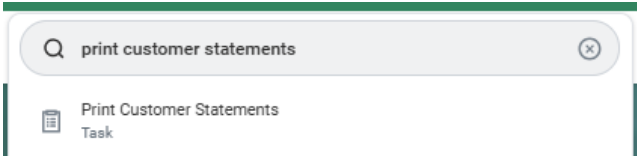


Customer Accounts/Revenue: Print Customer Statement

Audience / Role	Customer Billing Specialist
Description	This job aid provides instructions to generate a customer statement to remind the customer about outstanding invoice(s).

Print Customer Statement

1	In the Search bar, enter Print Customer Statements. In the search results, select Print Customer Statements task. 
2	Under Print Customer Statements in the Print Customer Statements Criteria section, enter the following information: • Company – Select company to view customer statements. • Statement Date – Select date or date range to view customer statements. • Balance Forward Start Date – appears when Company field is populated. Used to bring an existing customer balance from a previous period to the current one. Select OK.
3	Under Print Customer, the list of customer and statements displays. Select the checkboxes on the list of customer statements you wish to print. You can also select the box in the top left of the report to select all. Select OK.
4	A window will open indicating the process has begun. Select the refresh button until the completion status reaches 100%. Once it is complete, a PDF will become available for download and print.

What Happens Next?

- This task is complete.

Related Reports

- Customer Balance Summary
- Customer Balance Details

Related Job Aids

- Create Customer Invoices and Adjustments
- Record Customer Payments
- Record Customer Deposits