Statement Process Definitions

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This article describes in detail the option selections available for generating customer statements.

Statement Generation Rules

When a User begins the Statement Generation process, the Statements form will be displayed. This form is divided into two sub-forms; Select Customers and Statement List. The Select Customers form is used to define the options and rules that will be used to determine which customers are eligible to receive a statement. The Statement List is used to launch the statement generation process and will display a list of all customers eligible to receive a statement once the generation process has completed. The Statement List form is also the location where Statements are printed or an export file is created for customers subscribing to outsource printing with Bridgestone.

Select Customers

Much of the information that defaults into the fields on the Select Customers form is maintained in SedonaSetup / Statement Rules. If these settings need to be changed, your company's system administrator may update the default settings.

There are several selections on this form which determine which customers will receive a statement. Each of these options will be discussed below.

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Last Statement Date

This field will default to today's date. Only customers that have not received a statement since this date will be considered during the statement generation process. Enter the last date Statements were generated.

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Create Statements For

The information defaulting into these fields is maintained in SedonaSetup / Statement Rules. Customers with a minimum balance of at least the amount entered in the Minimum Balance field will be considered by the statement generation process. Typically the AR Balance option is selected with a minimum days past due of 31. The values that are selectable from the Minimum Days Past Due field are contained in the Sedona Setup / Accounts Receivable Aging Buckets setup.

Branch

If your company is operating under multiple branches, you have the option of selecting one, multiple or all branches in the list. To select multiple branches, highlight the first Branch selection, then hold down the Shift key while clicking on additional Branches. If all Branches are to be considered in the batch, click the All option at the top of the list of Branches (All is the default). If you do not want to see inactive branches, select the Hide Inactive Branches checkbox.

Separate Statement By Billing Address

If your company has customers with multiple billing addresses and it is desired to print a statement for each unique billing address with unpaid invoices, select this option. If this option is not selected a customer will receive one statement for all invoices sent to all billing addresses. The Bill To address that will print on the statement will be the customer's primary billing address.

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Print Options

This section contains several options, each of which is described below.

Date of Statement - This is the date that will print on the customer statements. Typically this is the first day of a month.

Statement Due Date - If it is desired to print a due date on the statement, select or enter a date in this field. If you do not want to print a statement due date, select the Hide the Due Date option and no due date will print.

Hide the Due Date - If it is preferred not to print a date when the statement is due, select this option.

Show Open Credits - Selecting this option will print on the statement any unapplied cash, unapplied credits or advance deposits that are present on a customer account.

Sort By - This option determines the order in which the statements will print; by Customer Number or Business Name (Customer Name).

Statement Messages - Your company has the option of printing a specific message on the statement which relates to delinquency of the customer. The three messages correlate to the accounts receivable aging buckets 2, 3, and 4. Typically these aging buckets are defined as over 30, over 60 and over 90 days past due. Each message may be the same or different for each aging bucket. If it is preferred not to print any messages, make certain to clear out these fields.

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Recalculate and Show Late Fees

The calculation of Late Fees is optional. Late Fees will not affect your company's accounts receivable; the amounts calculated by the statement generation process will print on customer statements and are displayed on the customer record after statements are produced. Late Fees are also displayed to the User when entering customer payments. If your company wants to print a Late Fee on the statements, the rules are defined in this section. The values which default into the Late Fees are maintained in SedonaSetup / Late Fee Rules. If these default settings need to be changed, your company's SedonaOffice system administrator may update the default settings.

Minimum Days Past Due, As of, Minimum Invoice Balance

The customer must have an invoice with a minimum balance due specified and is at least the minimum days past due as of the date selected to be considered for a Late Fee. If the customer invoice meets these rules, the Late Fee will be calculated using the annual interest rate entered.

Annual Interest Rate

This is the interest rate that will be used to calculate the Late Fee for invoices which meet the delinquency rules.

Minimum Charge

Your company has the option of assessing a minimum Late Fee for all customers that meet the delinquency rules. If a Minimum Late Fee Charge is entered, this value will be used to determine the amount of the Late Fee that will print on the customer statement. For Example, if a Minimum Charge of $5.00 is entered and the system calculates a Late Fee of $0.32, the customer will be assessed a $5.00 Late Fee.

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