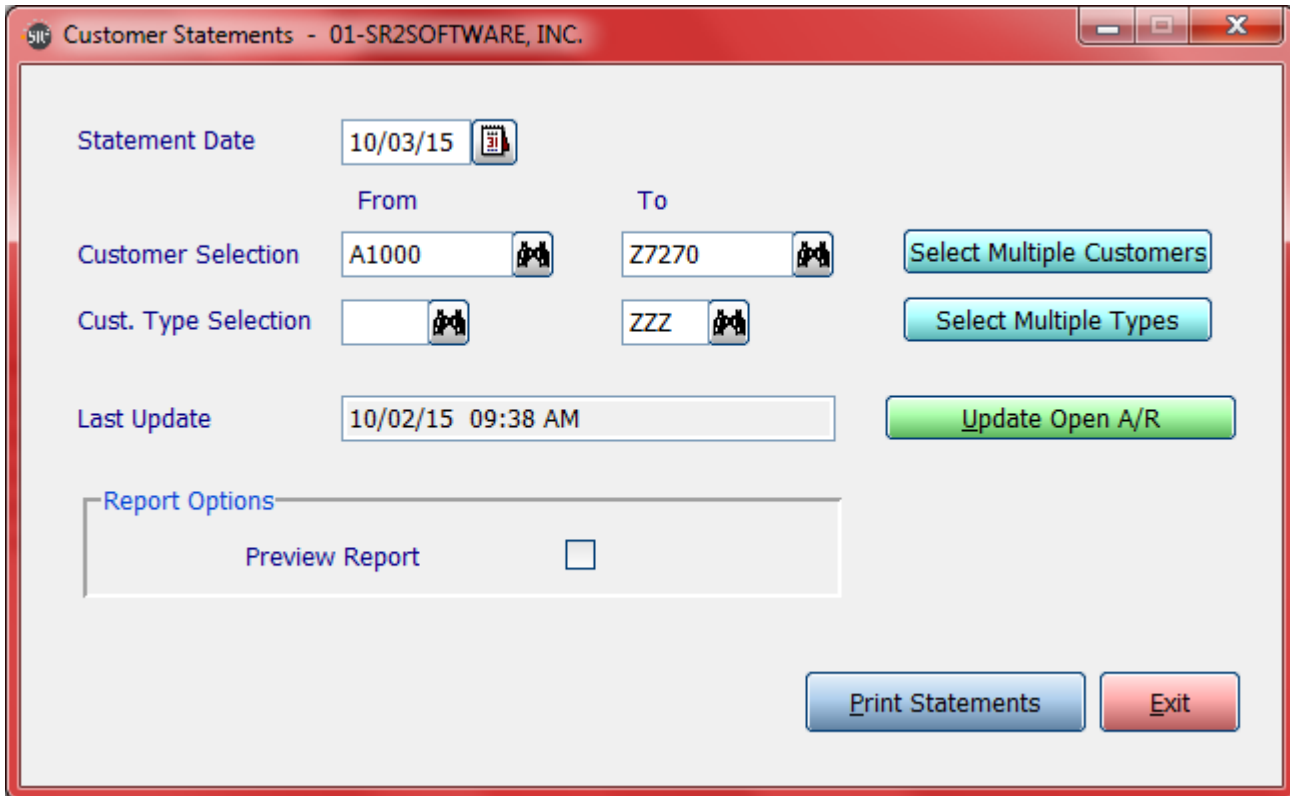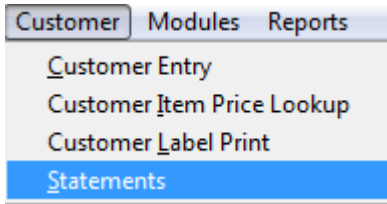# Statement Printing

The user has the ability to print 7 day aging statements from SR2Food® using data from QuickBooks®. When the user chooses the Customer Menu, Statements the following screen will display:

Statement Date: This is the date the system will use to calculate the Aging on the statement. This date will also print on your statements.

From Customer and **To Customer**: Enter in one customer or a range of customers.

Select Multiple Customers: Will allow you to select multiple nonconsecutive customers.

Cust. Type Selection: Enter in a Customer type, a Range of Customer types, or All Customer types.

Select Multiple Types: Will allow you to select multiple nonconsecutive customer types.

Update Open A/R: Will allow you to select multiple nonconsecutive customer types

Preview Report: Check this box to view the statements on the screen before they are printed.

The next two fields are important for the accuracy of statement aging and current activity printed on statements.

Last Update: This field will display the last date and time the SR2 Server imported information from QuickBooks®.

Refresh Button: Click on the Refresh Button if the Last Update Date and Time is not current.

The user may receive an informational message:
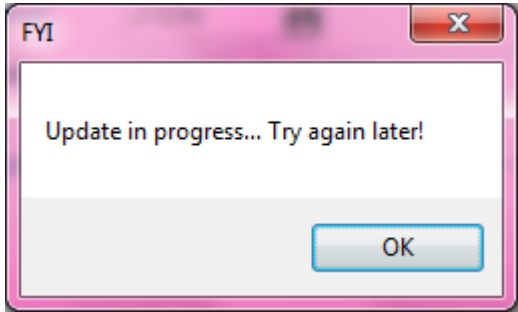
This informational message indicates that QuickBooks® update into SR2Food is currently processing. Wait a few minutes and try again.

Example of Statement :

** STATEMENT **

Date	Page
08/09/12	1

SR2SOFTWARE, INC.
1320 CRANSTON STREET
CRANSTON, RI 02920

1-800-214-5045

TO: S3620

　　3 STEEPLE STREET
　　125 CANAL ST
　　125 CANAL ST
　　PROVIDENCE RI 02903

Date	Invoice #	Debit	Credit	Amount	Balance
02/10/09	1076	28.77		28.77	28.77
03/02/10	1186	1,783.80		1,783.80	1,812.57
09/01/11	1587	644.50		644.50	2,457.07
01/17/12	1772		91.76	91.76-	2,365.31
08/03/12	5004	561.02		561.02	2,926.33
08/07/12	5007	609.60		609.60	3,535.93
01/17/12	c122		28.77	28.77-	3,507.16
02/09/12	c124	563.00		563.00	4,070.16
02/15/12	c126	100.00		100.00	4,170.16

Current	1 Week	2 Weeks	3 Weeks	4 Weeks	Total Due
1,170.62	0.00	0.00	0.00	2,999.54	4,170.16

Statement Date: Displays the date the user entered in on the A/R Statements Screen.

Page: Page Number will display.

Date: Date of the invoice

Invoice #: The Invoice Number from SR2 Food®.

Debit: The remaining balance of the invoice

Credit: Credit Memo's will display in this field. They will display as a **Positive Amount.**

Amount: The Amount of the Debit or Credit: Debits will be Positive and Credits will be Negative.

Balance: A "running" total Balance from the oldest outstanding Invoice.

**NOTE: The Aging at the bottom of the statement is controlled by the Statement date entered in the A/R Statement Screen when the statements are printed.

Open Invoices can be viewed in Customer Maintenance, File, Open AR:
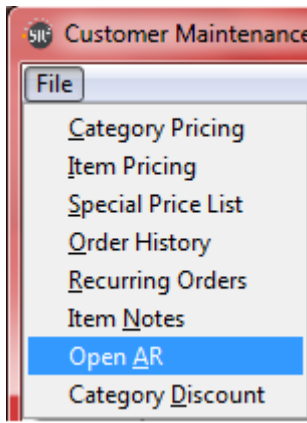
The system will display all the Open Invoices and the Total Open Balance:

Customer Open AR - S3620   3 STEEPLE STREET

Invoice ID	Invoice Date	Due Date	Amount
1076	02/10/09	02/20/09	28.77
1186	03/02/10	03/16/10	1,783.80
1587	09/01/11	09/15/11	644.50
1772	01/17/12	01/31/12	91.76-
5004	08/03/12	08/17/12	561.02
5007	08/07/12	08/21/12	609.60
c122	01/17/12	01/17/12	28.77-
c124	02/09/12	02/09/12	563.00
c126	02/15/12	02/29/12	100.00
OPEN BALANCE			4,170.16