AR Statement

This report allows you to **print a statement for your customers**. This report prints **one statement per customer**. Included in this statement is a **remittance stub** that your customer can include with their **payment(s).**

- Click **Report** on the **Menu** Bar
- Choose **Accounts Receivable**
- Select **AR** Statement
- Change the As Of Invoice **date** by clicking on the **Inv Date** calendar icon next to the field
- Enter/Select a **Customer** from the list in the **From** field by clicking on the box/magnifier next to the field
- Enter/Select another **Customer** from the list in the **To** field by clicking on the box/magnifier next to the field
- Click on the **Go** button to **retrieve** the **Accounts Receivable Statement**

  NOTE: Aging Button: To change the default aging days (i.e. -30, -60, -90, -120, etc), click on the Aging button. Aging days will appear. In   each box, type in the aging dates that you want to appear on the Aging Report. Click on the Go button to see the new report.

InvDate 06/09/2015   From ALICEOLIV ... To XXX101 ...   OK   Export   Aging   Hide   ☑ Store   ☑ Contact Name   ☑ Div

Filter*   Preview   Print   Exit   ☐ Customer Memo   ☑ Phone

Msg:

Q WFSearch™ ⊗

STATEMENT

6/9/15 11:29:15 AM
Page 1 of 1
currency
User Id : winsoft

Period Ending: 6/9/15

Microsoft
WINFASHION

Customer: ALICEOLIV   **Div:** A

ALICE+OLIVIA
80 W. 40TH ST. 9TH FL.

NEW YORK   NY   10018
Contact: TERRY   212-840-1155

Div	Fct	Invoice #	Inv Date	Due Date	Cust.PO	Store	Terms	Age	Curncy	Amount	Payment	Balance	R.Balance
A	☐	100001	03/03/15	04/02/15		00	NET 30 DAYS		USD	$13,684.03		$13,684.03	$13,684.03
A	☐	100093	03/17/15	04/16/15		00	NET 30 DAYS		USD	$4,271.88		$4,271.88	$17,955.91

	Current	-30	-60	-90	Over 120	Total Due
Total:			4271.88	13684.03		$17,955.91