



QuickStart Guide

A/R Statement Run

October 2004

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to perform an accounts receivable statement run.

1. Confirm that the month the cutoff date is in is open to posting.

- a. An authorized user can take option **50=Application Environment** from the General Ledger menu and take option **1=Select** by Open Accounting Months.
- b. **To open an accounting month**, take option **2=Change** by the year and put a Y on the month you want to open and press [ENTER] to save.
- c. Use function **F3=Exit** to return to the General Ledger menu.

2. Enter the statement cutoff date.

- a. Take option **35=Reports to Outside Parties** from the General Ledger menu and take option **1=Select** by A/R Statements.
- b. Key in the cutoff date without dashes or slashes.
 - You can not enter a cutoff date less than 25 days since the last statement run because the interest calculation is based on a 30-day period.
- c. Indicate whether to reprint all invoice with statements.
- d. Press [ENTER] to build the A/R statements work file.

3. Exclude any customer types from the run that you do not want to receive statements.

- a. Take option **4=Exclude from Statements** by the Customer Type to exclude.
 - All customer types are included in the statement run by default. You don't need to take option **6=Include** unless a customer type has been excluded by mistake.
 - **If a customer type should always be excluded from a statement run**, take the following steps to change the customer type:
 1. Take option **50=Application Environment** from the General Ledger menu and take option **1=Select** by Customer Types.
 2. Take option **2=Change** by the customer type you want to update, set Print statements for this type = N, and press [ENTER] to save.

4. Review the detail that will appear on the statements.

- The number of statements that will print for each customer type appears in the # of Stmt's column.
- a. To review the detail on screen, take the following steps:
 1. Take option **1=Detail** by the customer type to display all of the customers of that type.
 2. Take option **1=Detail** again to view the detail on the statement.
- b. To review a report of the items that will appear on the statements, use function **F6=Listing** to print a summary or detail report.

5. Make sure there is plenty of paper in the printer.

6. Print the statements.

- a. Use function **F8=Print Statements** to start the statement run.