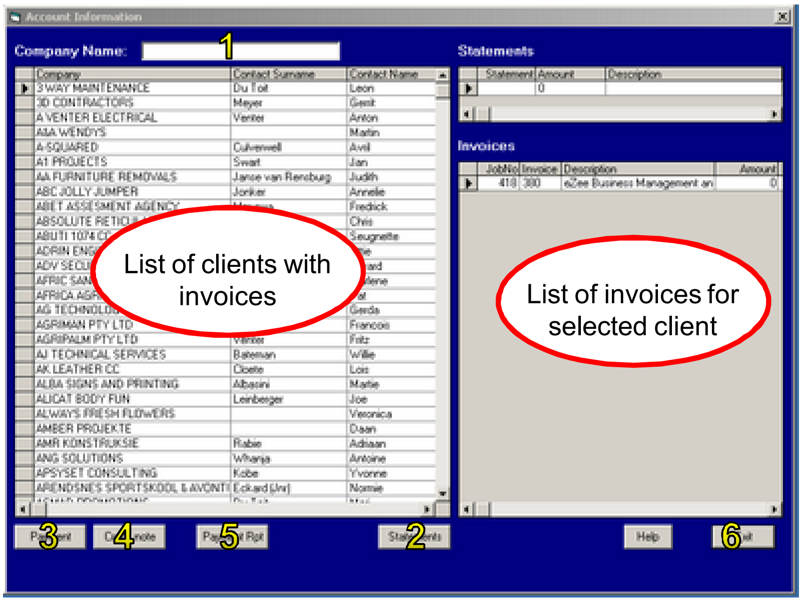
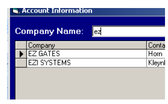
STATEMENTS – Client Statements

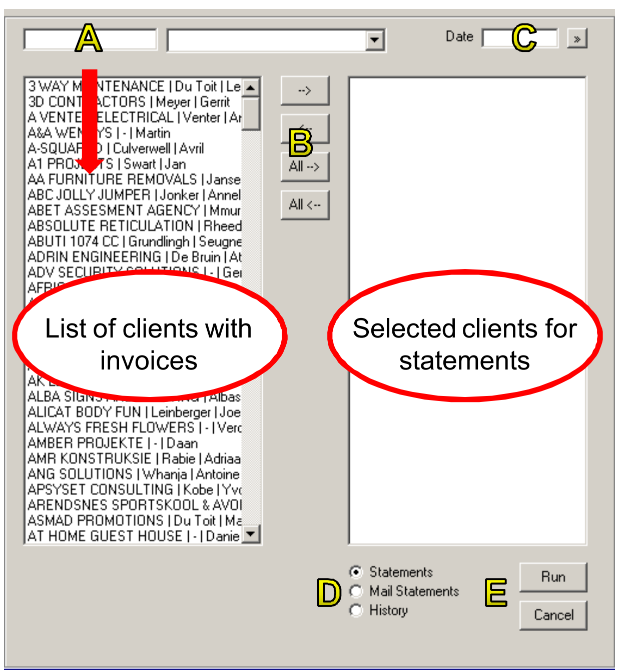
A list off all clients with who have been invoiced is displayed. If the list is empty, it means that there are no existing invoices.





1 Use this filter to search for a specific client.

2 Use the “Statement” button to create statements for clients. From here one can also “Mail Statements”, and pull various statements on the history of a client.

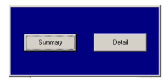


A Use the filter to select a specific client or select the client from the list below.

B Pull the selected client over to the active screen or else pull over all the clients in order to print statements.

C Enter a date for the statement end period.

D Select the type of statement required. "Statement" – normal statement to a client. "History" either an age analysis or statement with all details with regards to business done with the client.



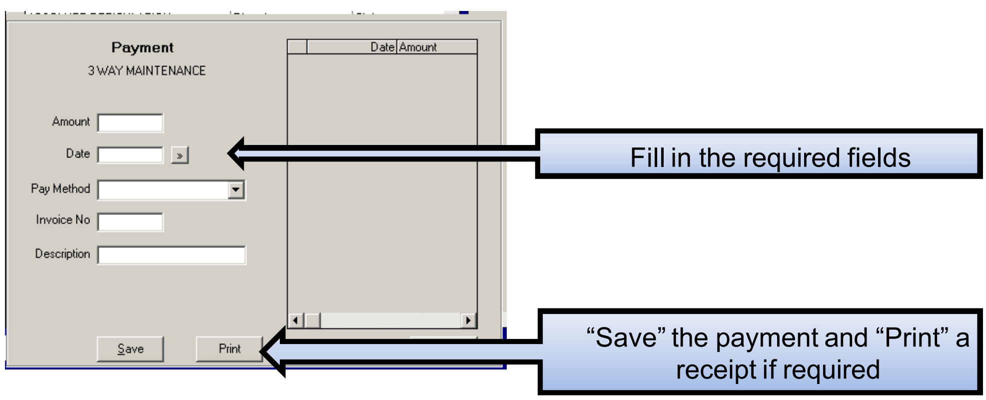
E Click "Run"

At this stage the eZee mail facility will open in order to mail the documents to the relevant clients (see the manual section "Mail"). In order to generate a printable statement to supply to the client click "Exit" and the document will be generated.

3 Receive payments against a account or client

Very important:

The payments made here is not allocated to Invoices – thus the payment will stay outstanding in the "Invoice" section of the software. These payments are "bulk" payments made by a client without supplying a payment remittance.
THIS IS NOT A GOOD PRACTICE because it makes it difficult to track what is outstanding or not with regards to invoices. It is general practice to supply a payment remittance indication that the payment made was for invoice X, Y and Z. The payment must the be done in the "Invoice" section of the software.

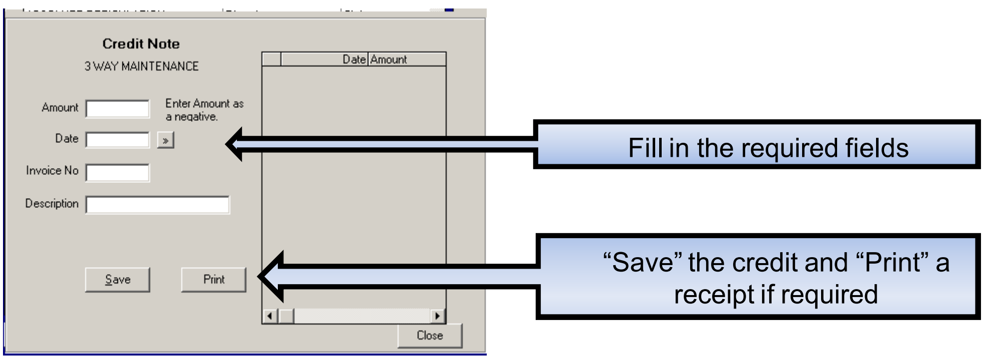


4 Pass a credit note against a client.

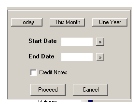
Very important:

A credit note passed here will not have a influence on the actual invoice. The invoice in the "Invoice" section of software will stay unchanged. The credit will reflect on the clients statement as a transaction which was done with a reference to a specific invoice.

In order to reflect a credit on a actual invoice – "Edit" the invoice in the "Invoice" section of the software and enter a credit line item.



5 Click here to generate a report on payments received only in the "Statement" section of the software. Complete the date range required for the report and click on "Proceed" Note the "Credit Note" tick box – by putting a tick mark in here the report generated will be for credit notes only.



5 Click on "Exit" to exit to the software's main screen.