

## QUICK REFERENCE GUIDE

November 1, 2019

### Review Last Customer Statement

You can use the Review a Last Statement page to view the last statement for a customer. The *Review a Last Statement* page displays the same information as the *Statements* page.

#### Step 1: Review the Last Statement Created for a Customer

Begin by navigating to the *Review Last Statement* page.

1. Navigate to the *Review Statements* page following the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Customer Interactions, left-menu, Statements, Review Statement.

2. Enter criteria on the *Review Statements* page as described below:

Field Name	Field Description
*SetID	Enter a <i>SetID</i> (your Business Unit).
Correspondence Customer	To view the last statement for a customer, enter a <i>Correspondence Customer ID</i> or click on the <b>Lookup</b> to search for and select a <i>Correspondence Customer</i> .
Business Unit	Enter your <i>Business Unit</i> .
Customer ID	Optionally, enter a <i>Customer ID</i> or click on the <b>Lookup</b> to search for and select <i>Customer ID</i> .

#### Review Last Statement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

SetID =

Correspondence Customer begins with

[Basic Search](#)

[Save Search Criteria](#)

3. Click on the **Search** button. The *Review Statements* page displays.

**Review Last Statement**

SetID G1001      Correspondence Customer TRN000001      TRAINING CUSTOMER1

Statement Number 3895      Statement Date 09/13/2018

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**Subtotals by Currency and Locations** Q | << < 1 of 1 > >> | View All

Subtotal	700.91 USD	Current Balance	700.91 USD
Converted Subtotal	0.000	Converted Current Balance	0.000
Location 1		Balance Forward	0.000
Type Open Item			

**Details** Q | << < 1-2 of 5 > >> | View All

Item ID	Line	Item Statement Amount	Item Current Amount	Entry Type	Unit	Customer ID
1 TRAIN000001	1	250.00 USD	250.00 USD	IN	G1001	TRN000001
2 TRAIN000001	2	0.88 USD	0.88 USD	OC	G1001	TRN000001

**Note:** The “View All” option was selected in the **Details** section to view all of the Items.

4. Review the statement information included in each section:

Field Name	Field Description
<b>Header</b>	Displays the overall statement information including <i>Statement Number, Customer Number</i> and <i>Statement Date</i> .
<b>Subtotals by Currency and Locations</b>	Displays Balances, along with the <i>Location</i> and <i>Type</i> of statement.
<b>Details</b>	Displays the <i>Item ID, Line, Item Statement Amount, Item Current Amount, Entry Type, Business Unit, Customer ID, and Customer Short Name</i> .