

QUICK REFERENCE GUIDE

November 1, 2019

Review Customer Statements

You can review customer statements after they have been created using the Review Customer Statements feature. You are able to view all statements for a customer, including the total amount of the statement, the customer's current balance, and the statement type (open or balance forward).

Step 1: Review Customer Statements

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	Accept the default or enter a <i>SetID</i> (your Business Unit).
Correspondence Customer	To view Statements for Customer, enter a <i>Correspondence Customer ID</i> or click on the Lookup to search for and select a <i>Correspondence Customer</i> .
Statement Number	Optionally, enter a <i>Statement Number</i> or click on the Lookup to search for and select a <i>Statement Number</i> .
Statement Date	Optionally, enter a <i>Statement Date</i> .

3. Click on the **Search** button.

Review Statements

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

Statement Number =

Statement Date =

[Basic Search](#)

- If there is more than one entry in the **Search Results** section, click on an entry in the listing. The *Review Statements* page displays.

Review Statements

SetID G1001 Correspondence Customer TRN000001 TRAINING CUSTOMER1

Statement Number 3895 Statement Date 09/13/2018

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 | << | 1-5 of 5 | >> | View 2

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
3 TRAIN000002	1	300.00 USD	300.00 USD	IN	G1001	TRN000001
4 TRAIN000002	2	0.03 USD	0.03 USD	OC	G1001	TRN000001
5 TRAIN000003	1	150.00 USD	150.00 USD	IN	G1001	TRN000001

- Review the statement information included in each section:

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