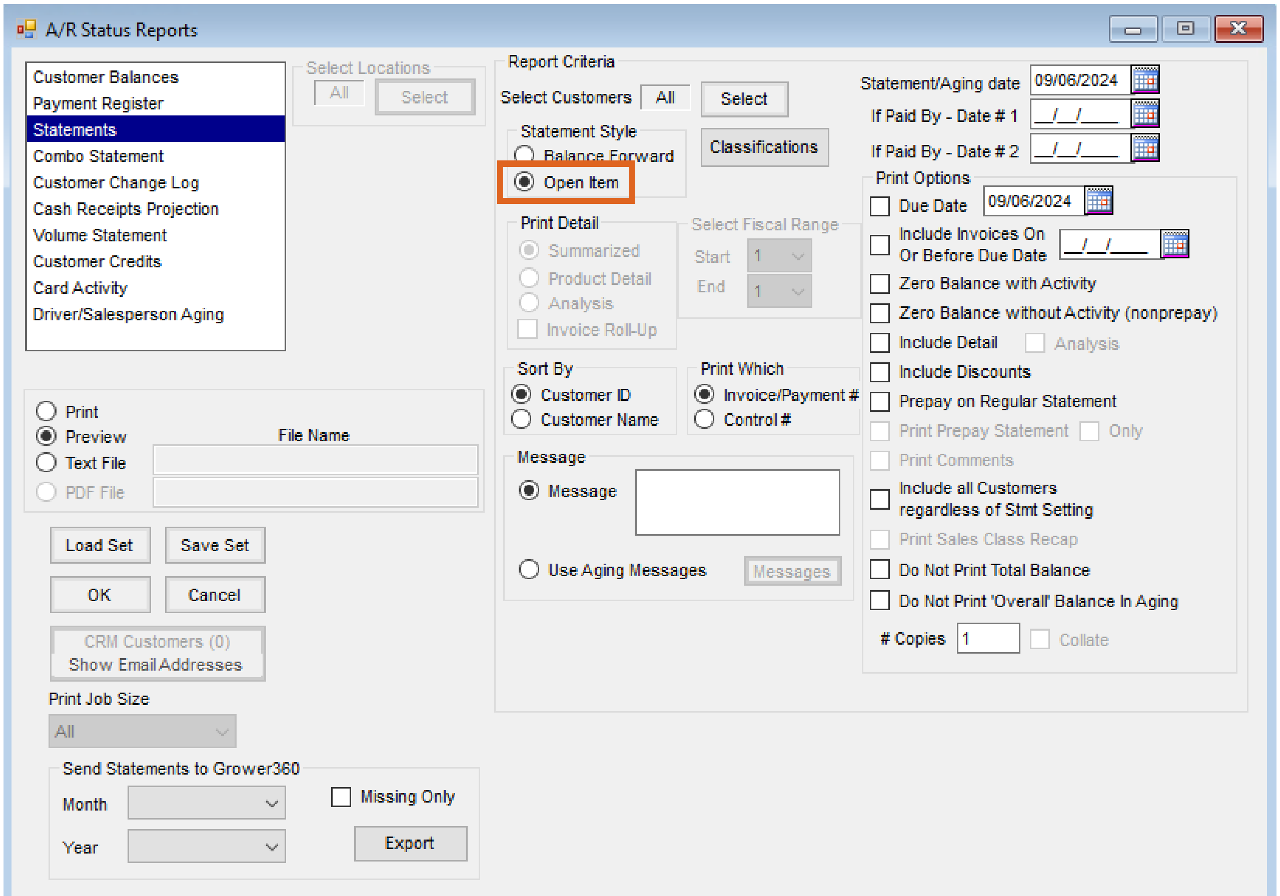
Open Item Statement

Last Modified on 09/06/2024 11:00 am CDT

The Open Item Statement shows only Invoices that are open at the time the Statement is processed. This Statement style is ideal for Customers requesting to only see open Invoices or for fast-moving accounts with a lot of activity to help the Customer verify all available discounts.

The *Open Item Statement* option is found at *Accounting / Accounting Reports / Accounts Receivable / A/R Status*. Within the *A/R Status Reports* window, select *Statements* followed by *Open Item* under *Statement Style*.



- **Select Customers** – The Open Item Statement report defaults to *All* Customers. To choose specific Customers, use the **Select** button.
- **Classifications** – Customers can be selected by Classifications. More information regarding Classifications can be found **here**.
- **Print Detail** – Options are not available when the *Open Item Statement Style* is selected.
- **Sort By** – Choose to sort the Statements by *Customer ID* or by *Customer Name.*
- **Print Which** – Select to print the *Invoice #/Payment #* or *Control #* on the Statement.
- **Message Options** – Selecting the *Message* option adds a message to all Statements, which may be used to inform Customers of things such as holiday hours or encourage them to visit a new website. The *Use Aging*

Messages option allows various messages to print on the Statements based on the aging of the Invoices. Choose the **Messages** button to set up Aging Messages. The designated message prints below the aged balances on the statement. More information regarding Aging Messages can be found here.

- **Statement/Aging Date** – The *As Of Date* for Aging displays in the statement header and is used to calculate the aged balances at the bottom of the Statement.
- **If Paid By Dates** – Selecting a date at *If Paid By - Date #1* or *If Paid By - Date #2* calculates the amount the Customer owes by the selected date to stay current and take advantage of any available discounts. The total includes Invoices with a discount available through the specified date and Invoices with no discount term when the *Invoice Due Date* is on or before the *Statement Due Date*. Invoices with no discount and a *Due Date* past the *Statement Due Date* are not included in the *If Paid By* total. More information on *If Paid by Dates* can be found here.

Print Options

- **Due Date** – A *Due Date* may be selected to print in the header of the Statement.
- **Include Invoices On Or Before Due Date** – Only Invoices due on or before the selected date display on the Statement.
- **Zero Balance with Activity** – All active or selected Customers' statements print, even if there is a zero balance and there has been activity on the Statement.
- **Zero Balance without Activity (nonprepay)** – All active or selected Customers' statements print, even if there is a zero balance and there has been no activity on the Statement.
- **Include Detail** – Selecting this option prints the product detail from the Invoice on the Statement.
- **Analysis** – Select *Include Detail* to enable the *Analysis* option. When selected, the analysis Invoice description prints on the Statement.
- **Include Discounts** – A *Discount* column displays on the Statement showing the available discount for each Invoice.
- **Prepay on Regular Statement** – The total Prepay balance for the Customer is included in the Aging line of the Statement.
- **Prepay Statement/Only** – This option is only available with the *Balance Forward* style.
- **Print Comments** – This option is only available with the *Balance Forward* style.
- **Include All Customers Regardless of Stmt Setting** – Selecting this option generates Statements for all Customers meeting the above selected criteria regardless of the *Print Statement* option selected on the *Miscellaneous Information* tab of the Customer file.
- **Print Sales Class Recap** – This option is only available with the *Balance Forward* style.
- **Do Not Print Total Balance** – The Total Balance will not print below the Customer’s ID on the top right corner on the first page of the Statement.
- **Do Not Print ‘Overall’ Balance in Aging** – The overall balance is not included in the *Aging* line at the bottom of

the Statement.

- **# Copies –** This defaults to *1* but multiple copies of each Statement may be processed by entering a higher number.
- **Collate –** If more than one copy of the Statement is requested, the Statements may be collated.