

# If Paid By Dates on Customer Statement

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The *If Paid By* dates available on Customer Statements convey what the Customer needs to pay by that date to stay current and it includes any Invoice with an available discount by that date. This allows the Customer to take full advantage of available discounts and avoid Finance Charges.

## Setup

The *If Paid By Date* includes only open Invoices meeting the following criteria:

1. The Invoice has a discount available through the specified *If Paid By Date*.
2. The Invoice does not have a discount term and the Invoice Due Date is on or before the Statement Due Date.

For example, Customer A has the following Invoices:

- Invoice #1 has a discount available until 7/10/2024 and the Invoice Due Date is 7/30/2024.
- Invoice #2 has no discount and an Invoice Due Date of 7/20/2024.
- Invoice #3 has a discount available 8/15/2024 and the Invoice Due Date is 2/15/2024.
- Invoice #4 has no discount and an Invoice due date of 8/15/2024.

The following dates are set on the Statement criteria:

- If Paid By - Date #1 = 7/10/2024
- If Paid By - Date #2 = 7/15/2024
- Due Date = 7/31/2024

*If Paid By - Date #1* would include Invoice #1 with its discount, Invoice #2, and Invoice #3 with its discount. It would not include Invoice #4 because it has no discount available and the Due Date of the Invoice is past the Statement Due Date.

*If Paid By - Date #2* would include Invoice #1 with no discount (the discount expired on 7/10/24 so is no longer available), Invoice #2, and Invoice #3 with its discount. Again, Invoice #4 is not included because it has no discount available and the Due Date is past the Statement Due Date.

**A/R Status Reports**

Customer Balances  
 Payment Register  
**Statements**  
 Combo Statement  
 Customer Change Log  
 Cash Receipts Projection  
 Volume Statement  
 Customer Credits  
 Card Activity  
 Driver/Salesperson Aging

Select Locations

Report Criteria  
 Select Customers

Statement Style  
 Balance Forward   
 Open Item

Print Detail  
 Summarized  
 Product Detail  
 Analysis  
 Invoice Roll-Up

Select Fiscal Range  
 Start 4  
 End 4

Sort By  
 Customer ID  
 Customer Name

Print Which  
 Invoice/Payment #  
 Control #

Message  
 Message  
 Use Aging Messages

Statement/Aging date 06/30/2024  
 If Paid By - Date # 1 07/10/2024  
 If Paid By - Date # 2 07/15/2024

Print Options  
 Due Date 07/31/2024  
 Include Invoices On Or Before Due Date  
 Zero Balance with Activity  
 Zero Balance without Activity (nonprepay)  
 Include Detail  Analysis  
 Include Discounts  
 Prepay on Regular Statement  
 Print Prepay Statement  Only  
 Print Comments  
 Include all Customers regardless of Stmt Setting  
 Print Sales Class Recap  
 Do Not Print Total Balance  
 Do Not Print 'Overall' Balance In Aging  
 # Copies 1  Collate

Print  
 Preview  
 Text File  
 PDF File

File Name

Print Job Size  
 All

Send Statements to Grower360  
 Month   
 Year   Missing Only

The *If Paid By Dates* work the same on *Balance Forward*, *Open Item*, and *Combo Statements*.