

Combo Statement Style Alternate 3

Last Modified on 10/08/2025 1:45 pm CDT

The *Alt3* style is most like the Standard Combo Statement with Condensed Headers but includes a Cover Page. This style was designed to meet specific company needs and federal guidelines for Consumer Statements.

Setup

Combo Statement Style Alternate 3 is available in the *Statement Defaults* section found on the *A/R* tab at *Accounting / Setup / Preferences*.

1. Select *Alternate 3* in the *Combo Statement* drop-down.

The screenshot shows the 'Preferences' window with the 'A/R' tab selected. The 'Statement Defaults' section is active. A red box highlights the 'Combo Statement' drop-down menu, which currently shows 'Alternate3'. Below this, the 'Alt 3 Labels' button is visible. Other settings in the 'Statement Defaults' section include 'Print Customer Location on Statements', 'Print Location Heading on Statements', 'Print Payment Amt on Summarized Stmt', 'Statement Image', 'Total Amount Header', and 'Print Credit Balance-Do Not Pay' for credit balance. The 'Credit Management' section includes settings for 'First Credit Warning when A/R Balance is', 'Warn If any Balance is', 'Stop Sale if any Balance is', 'Restrict Edit of Credit Action Entries', 'Allow credit actions to be edited for', 'Invoice Credit Check', 'Delivery Credit Check', 'Blend Credit Check', 'Password', 'Use Prepay amount in available credit', 'Include Direct Ship PO's in Credit Checking', and 'Tax Exemption Expiration'. The 'Bookings' section includes settings for 'Print Location Heading on Bookings', 'Allow use of like products on bookings from other departments', 'Disallow voiding a paid booking', 'Import unpaid sales order terms', 'Only allow import of unprocessed approved sales orders', 'Exclude zero quantity items on booking documents', 'Disallow edit of a signed booking', 'Seller Signature Only From Logged In User', 'Terms Default', 'Expiration Date', 'Start Date', 'Design Booking Contracts', 'Default the Post Finance Charge', 'Invoices Due on or Before' to last used day of month, 'Do not display expired quotes on transactions', and 'Only one ticket allowed when a return DT is imported'.

2. Select **Alt 3 Labels** to edit the wording for the labels numbered 1 - 5, as shown below.

SSI Farm Services - IL
140 E. South Street
Shelbyville, IL 62565
Phone (800) 752-7912

Charlie Hills
828 Main St
Far Far Away, IA 61075



Customer Statement
Customer Number 628
Total Regular Due by 07/31/2024: \$2,070.53

Amount Enclosed: \$ _____
Remit to: _____
Main Plant _____

Account Activity Summary
07/01/2024 - 07/02/2024

Previous balance	\$253.53
Payments	-\$700.00
Other credits	\$0.00
Purchases	\$16,224.50
Prepayments applied	-\$13,707.50
	\$0.00
1 Current interest charge	\$0.00
Account balance	\$2,070.53
Less future due	\$0.00
Total amount due by 07/31/2024	\$2,070.53

2 Balance subject to interestrate \$0.00

3 Previous interest charges \$0.00

4 Current interest charges \$0.00

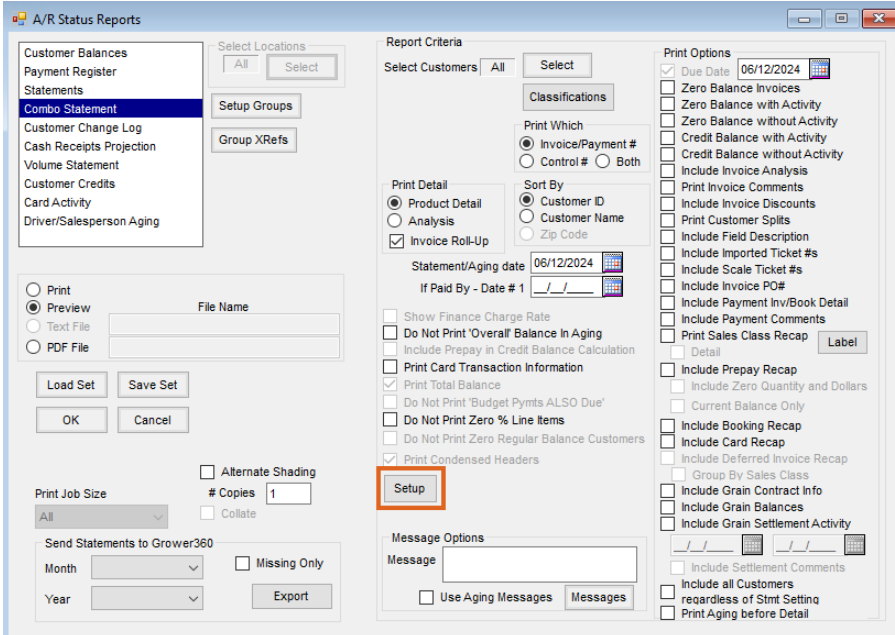
5 Total interest charges \$0.00

Account Aging Summary

Deferred	\$0.00
Current	\$2,642.00
1 - 30	\$0.00
31 - 60	\$0.00
Over 60	\$0.00
Unapplied	-\$571.47

Example of Alternate3 Terms that print on the statement.

After the Alternate 3 style has been selected, navigate to *Accounting Reports / Accounts Receivable / A/R Status / Combo Statement*. In the middle section towards the bottom of the window, select **Setup**.



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: All Select
Setup Groups
Group XRefs

Print
Preview
Text File
PDF File

File Name: _____
Load Set Save Set
OK Cancel

Print Job Size: All
Copies: 1
Collate

Send Statements to Grower360
Month: _____ Year: _____
Missing Only
Export

Report Criteria
Select Customers: All Select
Classifications
Print Which: Invoice/Payment # Control # Both
Sort By: Customer ID Customer Name Zip Code
Statement/Aging date: 06/12/2024
If Paid By - Date # 1

Print Detail: Product Detail Analysis Invoice Roll-Up
Show Finance Charge Rate
Do Not Print 'Overall' Balance In Aging
Include Prepay in Credit Balance Calculation
Print Card Transaction Information
Print Total Balance
Do Not Print 'Budget Pymts ALSO Due'
Do Not Print Zero % Line Items
Do Not Print Zero Regular Balance Customers
Print Condensed Headers

Print Options
Due Date: 06/12/2024
Zero Balance Invoices
Zero Balance with Activity
Zero Balance without Activity
Credit Balance with Activity
Credit Balance without Activity
Include Invoice Analysis
Print Invoice Comments
Include Invoice Discounts
Print Customer Splits
Include Field Description
Include Imported Ticket #s
Include Scale Ticket #s
Include Invoice PO#
Include Payment Inv/Book Detail
Include Payment Comments
Print Sales Class Recap
Detail
Include Prepay Recap
Include Zero Quantity and Dollars
Current Balance Only
Include Booking Recap
Include Card Recap
Include Deferred Invoice Recap
Group By Sales Class
Include Grain Contract Info
Include Grain Balances
Include Grain Settlement Activity
Include Settlement Comments
Include all Customers regardless of Stmt Setting
Print Aging before Detail

Message Options
Message: _____
Use Aging Messages Messages

Setup

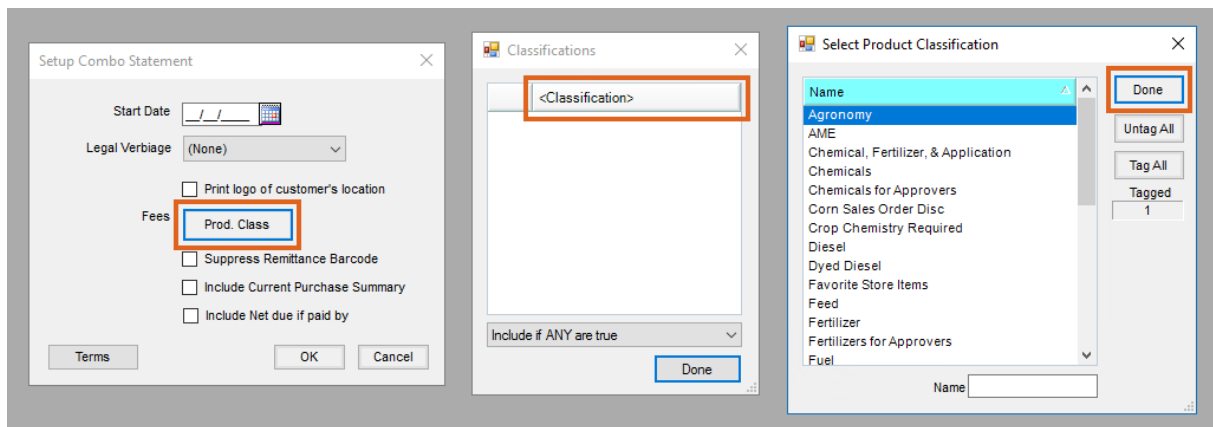
1. In the *Setup Combo Statement* window, set the *Start Date* for the Statement.

2. Select the *Legal Verbiage* from the drop-down.

Note: *Legal Verbiage* will print at the end of the Statement and is set up at *Accounting / Setup / A/R / Legal Verbiage for Statements* by selecting **Add**. Key in a *Name* and, in the area below the *Name* field, type the legal verbiage. Optionally highlight text and select **Font** to choose the *Font*, *Font Style*, *Size*, *Effects*, and *Script*. Alternatively, text can be copied and pasted into the field. If opting to copy and paste, formatting from the copied source will carry over. When finished, select **Save**.

3. In the *Setup Combo Statement* window, optionally mark *Print logo of customer's location* to print the logo from the Customer's Location rather than the Location logged into when creating the Statement.
4. Optionally select **Prod. Class** to open the *Classifications* window. Double-click the *<Classifications>* heading to open the *Select Product Classification Window* and choose any applicable Classification(s) and select **Done**. These Classifications will appear in the *Classifications* window.

Note: Classifications could include Products like *NSF charges*, *Late Fees*, *Warehouse Storage*, etc. depending on the company's definition of Fees.



5. From the drop-down menu, choose *Include if ANY are true*, *Include if ALL are true*, *Include if ANY are false*, and *Include if ALL are false*, then choose **Done**.
6. **Prod. Class** will display in red if Classifications have been chosen.
7. Optionally select any combination of the checkboxes to *Suppress Remittance Barcode*, *Include Current Purchase Summary*, and/or *Include Net due if paid by*.
 - If *Suppress Remittance Barcode* is selected, the remittance barcode will not print on the Statement.

Note: This bar code is the Customer ID and can be scanned when adding a Payment on Account in Agvance to select that Customer. The *Select Customer* window must be sorted by Cust ID and the cursor needs to be in the Cust ID field at the bottom. On the *Filter* tab, the *Location* needs to be set to *All*. If it is not and the Customer is from a Location other than the one selected on the *Filter* tab, a different Customer may be selected with a similar ID.

 - If *Include Current Purchase Summary* is selected, the purchase summary will display on the cover page of the statement. This includes a Sales Group recap of the Invoices for the Customer for the current fiscal month. The Department Sales Class is used to group dollar amounts.
 - The *Include Net due if paid by* option will print the net due in the Statement header return label as well as on the cover page.
8. Select **Terms** to open the *Terms for Alternate 3 Format* window. Optionally, enter Terms to print on the Statement and select **Save**.
9. Choose **OK**.
10. Select any other applicable criteria on the *A/R Status Reports* window and select **OK**.

Note: If using the *Save Set* feature, an *Alt 3 Save Set* should not overwrite a *non-Alt 3 Save Set* and vice versa.

Report Printout

The *Alt3* style is most like the Standard Combo Statement with condensed headers but includes a cover page.

Customer Statement

SSI Farm Services - IL
140 E. South Street
Shelbyville, IL 62565
 Phone (800) 752-7912

Charlie Hills
 828 Main St
 Far Far Away, IA 61075



Customer Number 628
 Total Regular Due by 07/31/2024: \$2,070.53

Amount Enclosed: \$ _____
 Remit to:

Main Plant

Account Activity Summary

07/01/2024 - 06/30/2024

Previous balance	\$253.53
Payments	-\$700.00
Other credits	\$0.00
Purchases	\$16,224.50
Prepayments applied	-\$13,707.50
Fees charged	\$0.00
Current interest charge	\$0.00

Account balance	\$2,070.53
Less future due	\$0.00

Total amount due by 07/31/2024	\$2,070.53
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Balance subject to interest rate	\$0.00
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Previous interest charges	\$0.00
Current interest charges	\$0.00

Total interest charges	\$0.00
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Prepay Summary

Previous prepay balance	\$125.00
Prepay received	\$50,272.50
Prepay applied	-\$13,707.50
Prepay balance	\$36,690.00

Budget Billing Summary

Budget balance	-\$196.00
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Example of Alternate 3 Terms that prints on the statement

Account Aging Summary

Deferred	\$0.00
Current	\$2,642.00
1 - 30	\$0.00
31 - 60	\$0.00
Over 60	\$0.00
Unapplied	-\$571.47

- **Remittance Stub** – The top section of the cover page can be used as a remittance stub.
- **Top Left Side**
 - The logo prints in the top left if *Print logo of customer's location* is selected in the Combo Statement report criteria under **Setup** rather than the global location.
 - If no logo exists at *Setup / Location Preferences* on the *Logo* tab, the Location address of the logged in Location or the Statement preference to print a Location address rather than the Customer's Location.
 - The Customer name and address are printed below the logo in Arial with a font size of 9 pt.
 - The Customer bar code prints below the Customer name and address.

Note: This bar code is the Customer ID and can be scanned when adding a Payment on Account in Agvance to select that Customer. The *Select Customer* window must be sorted by Cust ID and the cursor needs to be in the *Cust ID* field at the bottom. On the *Filter* tab, the *Location* needs to be set to *All*. If it is not and the Customer is from a Location other than the one selected on the *Filter* tab, a different Customer may be selected with a similar ID.

- **Top Right Side**

- The page number, *Customer Statement* label, and Customer ID display.
- **Total Regular Due** – The total Regular balance due by that date excluding Deferred and Budget balances.
- **Budget Amount Due by** – This uses the Budget Billing label from *Accounting / Setup / Preferences / A/R*. No label is printed if the customer has no Budget Balance due.
- **Total Due by** – The total of Regular and Budget balances. This line will not print if there is no Budget amount due (if the label from Budget Amount Due did not print).
- An area to indicate the *Amount Enclosed* and the *Remit To* information is displayed. The Location name and address are printed below the Remit To label. This follows the Statement preference to print the logo of the Customer's Location rather than Location logged into when Statements are generated. Location information is printed based on that setting. The Location's Remit To address is used if populated. If not, the Location address from the Location *Profile* tab is used.

- **Account Activity Summary**

- **Dates** – The first date comes from Combo Statement report criteria by entering a *Start Date* after selecting **Setup**. The second date comes from the *Statement/Aging* date in the Combo Statement report criteria.
- **Previous Balance** – The Customer's prior month ending Regular balance.
- **Payments** – The total of payments made on the Regular balance for the current fiscal month.
- **Other Credit** – The total current fiscal month Invoices where the overall total is a credit amount.
- **Purchases** – This includes current fiscal month Invoices excluding the most recent Finance Charge Invoice and Fee Charges.
- **Prepayments Applied** – Prepay amount used on Invoices in the current fiscal month.
- **Fees Charged** – The total of Products purchased in the current fiscal month based on *Fees* and *Product Classification* on the Combo Statement report criteria under **Setup**.
Note: The Classification is optional and could include Products like *NSF charges, Late Fees, Warehouse Storage*, etc. This depends on the company's definition of Fees.
- **Current Interest Charge** – The most recent Finance Charge Invoice in the current month.
Note: If Finance Charges are posted more than one time during the month, only the most recent based on transaction date and time is included here. The first Finance Charge Invoice would be included in Purchases.
- **Account Balance** – The sum of *Previous Balance, Payments, Other Credit, Purchases, Prepayments Applied, Fees Charged*, and *Current Interest Charge*.
- **Less Future Due** – The sum of Invoices due after the Due Date from the Combo Statement report criteria.
- **Level Pay Due** – The sum of all unpaid Budget Memo Invoices. The Budget Billing Label is printed from

Accounting / Setup / Preferences / A/R. The label does not print if the customer has no Budget billing.

- **Total Amount due by XXXX** – The sum of the *Account Balance*, *Less Future Due*, and *Level Pay Due* fields.
- **Balance subject to Interest charges** – The amount that is displayed is the balance when the current month Finance Charge Invoice was posted.
- **Previous Interest Charges** – Sum of unpaid Finance Charge Invoices from prior months.
- **Current Interest Charge** – The unpaid Finance Charge Invoice from the current fiscal month.
Note: If Finance Charges are posted more than once during the month, only the newest Invoice's unpaid amount is displayed here. This is based on the transaction date and time of the Invoice.
- **Total Interest Charges** – Sum of the *Previous Interest Charges* and *Current Interest Charges*.
- **Prepay Summary**
 - **Previous Prepay Balance** – The Prepay Balance from the end of the prior fiscal month.
 - **Prepay Received** – The total of new Prepay received in the current fiscal month.
 - **Prepay Applied** – The total of Prepay money applied to current month Invoices.
 - **Prepay Balance** – Sum of *Previous Prepay Balance* and *Prepay Received* minus *Prepay Applied*.
- **Budget Billing Summary**
 - **Budget Balance** – The current Budget Balance. This section does not print if there is no Budget Balance.
 - If the current balance displays in Advance as a negative, Budget Billing payments have not kept up with Budget Invoices. The balance on the Statement should be a positive amount.
 - If the current balance displays as a positive in Advance, Budget Billing payments have exceeded Budget Invoices. The balance on the Statement should be a negative amount.
 - **Statement Terms** – Prints across the right side of the Cover Page directly below the Remittance Stub and are set up in the *Statement Defaults* section on the *A/R* tab at *Accounting / Setup / Preferences*. A **Terms** selection is enabled to enter terms. *Old* Statement Terms are not used.
- **Account Aging Summary** – Prints the aging buckets and corresponding balance in each bucket.
 - **Future Due Summary** – This label follows the company setting in the *Aging Configuration* section on the *A/R* tab at *Accounting / Setup / Preferences*. If this setting is blank, *Future Due Summary* is printed. A list of future due dates will print, based on Invoice due date, and the unpaid portion of those future due Invoices. This section does not print if there are no future due Invoices.
 - Seven lines with dates and unpaid portion totals of the Invoices due on those dates are printed.
 - If not all dates fit in the seven lines, an 8th *Additional Dates* line is printed and the total unpaid portion of Invoices due on the rest of the future dates.
- **Terms and Conditions** – These optionally print at the end of the statement and are set up at *Accounting / Setup / A/R / Legal Verbiage for Statements*.