Combo Statement Style Alternate 3

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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.

General Inventory Inventory Purchase AR AP GL Payroll Aging Configuration Statement Defaults Statement Defaults First Credit Warning when By Invoice Date Print Customer Location on Statements First Credit Warning when A/R Balance is Print Location Heading on Statements Print Print Customer Location on Statements Statement Terms Statement Image A/R Balance is Print Location Heading on Statements Statement Image A/R Balance is Print Print Payment Amt on Summarized Stmts Statement Image A/R Balance is Print Print Payment Amt on Summarized Stmts Statement Image A/R Balance is Print Print Payment Amt on Summarized Stmts Print Payment Amt on Summarized Stmts Daoking Store order semante Daoking documents Daoking Store order semante Daoking documents	Preferences			
Aging Configuration Statement Defaults Credit Management First Credit Warning when AR Balance is [90] % of Limit Warn If any Balance is [90] Boys Past Due Print Location Heading on Statements Print Location Heading on Payments Print Location Heading on Payments <td< th=""><th>General Inventory Inventory Purchase</th><th>A/R A/P G/L Payroll</th><th></th><th></th></td<>	General Inventory Inventory Purchase	A/R A/P G/L Payroll		
Calculate discount/due dates Budget Billing Label Budget Payments ALSO Due Payments Default focusion fleading on Payments Center Disable MFR Payments Default focus to payment amount on add Suppress Printing of Balance Due After Payment Grid Biend Credit Check Warn Only Design Booking Contracts Default focus to payment amount on add Suppress Printing of Balance Due After Payment Default nvoice Roll-Thru Payment Grid Password Design Booking Contracts Default Column Layout for Booking and Invoice Roll-Thru Payment Receipt Label Credit Card Surcharge Fee Disable Surcharge Changes Default the Post Finance Charge Disable Surcharge Changes Pay Method Surcharges Pay Method Surcharge Invoice Field Coordinates Check Marn Only Password Do not display expired quotes on transactions Warn Only Password Tax Exemption Expiration Only one ticket allowed when a return DT is imported	Aging Configuration SI 	tatement Defaults tatement Terms Print Location no Statements Print Location Heading on Statements Center Print Payment Ant on Summarized Stirts Ombo Statement Alternate3 Terms Statement Image Alt 3 Labels TotalAMPOINT Reader Print "Credit Balance-Do Not Pay' for credit balance	Credit Management First Credit Warning when A/R Balance is 90 % of Limit Warn If any Balance is 999 Days Past Due Stop Sale if any Balance is 999 Days Past Due Restrict Edit of Credit Action Entries Allow credit actions to be edited for 0 days after entry date (0=never) Invoice Credit Check	Bookings 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
 Require Reference # for Checks Surcharges - Payment Only Disable Surcharge Changes Do not Mark Reversing Invoices as Paid List Price Accuracy Invoice Field Coordinates Check Warn Only Password List Price Accuracy Allow 	Calculate discount/due dates by fiscal month Payments Print Location Heading on Payments [Default Invoices as unpaid Default flows to payment amount on a Suppress Printing of Balance Due Aft Default Column Layout for Booking an	Sudget Billing Budget Payments ALSO Due	Warn Only V Delivery Credit Check V Warn Only V Blend Credit Check V Warn Only V Password V	Logged in User Terms Default Expiration Date Start Date Design Booking Contracts
Invoice Field Coordinates Check Warn Only Password Invoice Field Coordinates Check Tax Exemption Expiration Allow Allow Invoice Field Coordinates Check Invoice Field Coordinates Check Only one ticket allowed when a return DT is imported	Require Reference # for Checks Surcharges - Payment Only Paym Disable Surcharge Changes	Pay Method Surcharge V	Use Prepay amount in available credit Include Direct Ship PO's in Credit Checking	Default the Post Finance Charge Invoices Due on or Before' to last used day of month Do not display expired quotes on transactions
	Invoice Field Coordinates Check Warn Only Passwo	rd	Tax Exemption Expiration	Only one ticket allowed when a return DT is imported

2. Select Terms to open the Terms for Alternate 3 Format window. Optionally, enter Terms to print on the

Statement and select Save.

Note: Terms will print on the Statement, as shown below.

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

0015-00		CustomerNumber	628	
SSI Farm Ser	vices - IL	Total Regular Due by 07/31/2024: \$2,0		
140 E. South	Street			
Shelbyville, I	L 62565			
Phone (800) 7	52-7912			
		Amount Enclosed:	\$	
Charle Hills		Remit to:		
828 Main St				
Fai Fai Away, IR 01075		Main Plant		
Account Activity Summany		Example of Alternate3 Terrms that print	t on the	
Account Activity Summary		statement		
07/01/2024-07/02/2024				
Previous balance	\$253.53			
Payments	-\$700.00			
Other credits Purchases	\$16 224 50			
Prepayments applied	-\$13,707,50			
	\$0.00			
1 Current interest charge	\$0.00	Account Aging Summary		
		Deferred	\$0.00	
Account balance	\$2,070.53	Current	\$2,642.00	
Less tuture que	50.00	1 - 30	\$0.00	
		31 - 60	\$0.00	
Total amount due by 07/31/2024	\$2,070.53	Over 60	\$0.00	
		Unapplied	-50/1.4/	
2 Balance subject to interest rate	\$0.00			
3 Provinus interast charges	\$0.00			
4 Current interest charges	\$0.00			
STotal interest charges	\$0.00			

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**.

	- Coloct Locations -	Report Criteria			
Customer Balances	Select Locations	Calast	Print Options		
Payment Register All Select		Select Customers All Select	Due Date 06/12/2024		
tatements		Classifications	Zero Balance Invoices		
combo Statement	Setup Groups		Zero Balance with Activity		
Customer Change Log		Print Which	Zero Balance without Activity		
ash Receipts Projection	Group XRets	Invoice/Payment #	Credit Balance with Activity		
/olume Statement		Control # O Both	Include Invoice Analysis		
ustomer Credits		Print Detail Sort By	Print Invoice Comments		
ard Activity		Product Detail	Include Invoice Discounts		
river/Salesperson Aging		Analysis	Print Customer Splits		
		Zip Code	Include Field Description		
	_	06/12/2024	Include Imported Ticket #s		
		Statement/Aging date 00/12/2024	Include Scale Ticket #s		
Print		If Paid By - Date # 1//	Include Invoice PO#		
Preview	File Name	Show Einance Charge Bate	Include Payment Inv/Book Detail		
Text File		Do Not Print 'Overall' Balance In Aging	Drint Salas Class Deeps		
DF File		Include Prepay in Credit Balance Calculation	Detail		
		Print Card Transaction Information	Include Prenav Recap		
Load Set Save Set		Print Total Balance	Include Zero Quantity and Dollars		
		Do Not Print 'Budget Pymts ALSO Due'	Current Balance Only		
OK Cancel		Do Not Print Zero % Line Items	Include Booking Recan		
		Do Not Print Zero Regular Balance Customers	Include Card Recap		
		Print Condensed Headers	Include Deferred Invoice Recap		
	Alternate Shading		Group By Sales Class		
Print Job Size	# Copies 1	Setup	Include Grain Contract Info		
	Collate		Include Grain Balances		
· · ·		Managa Ontinga	Include Grain Settlement Activity		
Send Statements to Grower:	360	message options			
Month	Missing Only	Message	Include Settlement Comments		
			Include all Customers		
Year 🗸	Export	Use Aging Messages Messages	regardless of Stmt Setting		
			Print Aging before Detail		

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

Setup Combo Stateme	ent X	(
Start Date Legal Verbiage	_/_/	
Fees	Print logo of customer's location Prod. Class Suppress Remittence Barcode	
	Include Current Purchase Summary Include Net due if paid by	
	OK Cancel	

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**.

🖳 Select Legal Verbiage for Statements	×	🛃 Add Legal Verbiage for Statements 🛛 — 🔲 🗙
Name	Add Edit Delete Cancel	Name Legal Verbiage Font Enter legal verbiage that will print at the end of the Statement.
Name		Save Cancel

- 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.
- 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.

Start Date	Setup Combo Statement X	😨 Classifications 🛛 🗶	Select Product Classification	×
	Start Date ///	<classification> AA AA CC CC<</classification>	ame	Done Untag All Tag All Tagged 1

- 5. Expand the drop-down menu and choose from *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 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. Choose OK.
- 9. 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.

Page 1 Customer Statement Customer Number 628 SSI Farm Services - IL Total Regular Due by 07/31/2024: \$2,070.53 140 E. South Street Shelbyville, IL 62565 Phone (800) 752-7912 Amount Enclosed: s Charlie Hills Remit to: 828 Main St Far Far Away, IA 61075 Main Plant Account Activity Summary Example of Alternate3 Terrms that prints on the statement 07/01/2024 - 06/30/2024 \$253.53 Previous balance Payments -\$700.00 Other credits \$0.00 Purchases \$16,224,50 \$13,707.50 Prepayments applied Fees charged \$0.00 Current interest charge \$0.00 Account Aging Summary Deferred \$0.00 \$2,070.53 Account balance Current \$2,642.00 Less future due \$0.00 1 - 30 \$0.00

•	Remittance Stub -	The top section	of the cover	page can be	e used as a r	emittance stub.

\$2,070.53

\$0.00 \$0.00

\$0.00

\$0.00

\$125.00

-\$196.00

\$50 272 50

\$13,707.50 \$36,690.00

• Top Left Side

Budget Billing Summary

Total amount due by 07/31/2024

Balance subject to interest rate

Previous interest charges

Current interest charges

Prepay Summary Previous prepay balance

Prepay received

Prepay applied

Prepay balance

Budget balance

- 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.

31 - 60

Over 60

Unapplied

\$0.00

\$0.00

-\$571.47

- 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 Agvance 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 Agvance, 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.