

# Combo Statement Alternate 4

Last Modified on 04/08/2026 9:01 am CDT

The Alternate 4 Combo Statement allows for the Statement to display the running Prepay balance and Regular balance after each transaction listed on the report.

**Note:** If the *Print GST/PST Taxes* option is checked on the *Invoice Printout* tab at *Accounting / Setup / Location Preferences*, the GST/PST are displayed in the same manner as the Invoice document. More information on this preference can be found [here](#).

## Setup

1. Navigate to the *A/R* tab at *Accounting / Setup / Preferences*.
2. Choose *Alternate4* in the *Combo Statement* drop-down.

The screenshot shows the 'Preferences' window with the 'A/R' tab selected. The 'Statement Defaults' section has a 'Combo Statement' dropdown menu highlighted with a red box, showing 'Alternate4' selected. Other visible options include 'Print Location Heading on Statements' (checked), 'Print Customer Location on Statements' (unchecked), and 'Print Payment Amt on Summarized Stmt' (unchecked). The 'Credit Management' section has 'First Credit Warning when A/R Balance is 90 % of Limit' and 'Warn If any Balance is 999 Days Past Due'. The 'Bookings' section has 'Print Location Heading on Bookings' (checked) and 'Allow use of like products on bookings from other departments' (unchecked).

## Report Printout

To run the report, navigate to *Accounting / Reports / Accounts Receivable / A/R Status*. Information on *Report Criteria* can be found [here](#).

Transactions on this Statement are sorted by *Transaction Date* then by *Transaction Number*. A *P* is noted in the *Extension* column on any transaction line when either some or all of the line is prepaid. The total of the sales tax for the Customer is added in the *Extension* column. Additionally, a *P* is also noted on this sales tax amount when either some or all of the sales tax is prepaid.

**Statement**

**Main Plant**  
**140 East S. 1st St.**  
**Shelbyville, IL 62565**

Statement Date: 02/27/2026 (1-12)  
 ID: ZuzSa

**Samuel Zuzzle**  
 2430 E1100 N Rd  
 Assumption, IL 62510

Amount Remitted: \_\_\_\_\_

Date	Number	Description / Detail	Quantity	Price / Unit	Extension	%	Prepay Balance	Regular Balance
12/19/2025	39	Charge Invoice - Due 01/05/2026 12-0-0-26	1,000.000 Lbs	450.00 /Tons	225.00			
					0.00			
				<b>Invoice Total</b>	<b>225.00</b>		0.00	4,124.00
12/20/2025	35	Regular Payment / Check Payment Discount			2,058.00			
					42.00			
					0.00			
				<b>Payment Total</b>	<b>2,100.00</b>		0.00	2,024.00
12/20/2025	44	Regular Payment / Check Payment			1,079.00			
					0.00			
				<b>Payment Total</b>	<b>1,079.00</b>		0.00	945.00
12/22/2025	62	Regular Payment / Check Payment			720.00			
					0.00			
				<b>Payment Total</b>	<b>720.00</b>		0.00	225.00
01/05/2026	108	Charge Invoice - Due 06/01/2026 E85	5,000 Gal	3.34 /Gal	16.70			
					0.00			
				<b>Invoice Total</b>	<b>16.70</b>		0.00	241.70
				<b>Ending Total Balances</b>			<b>0.00</b>	<b>241.70</b>
Deferred	Current	1 - 30	31 - 60	Over 60	Unapplied	Budget Billing	Prepay	Overall
0.00	0.00	0.00	0.00	241.70	0.00	0.00	0.00	241.70