

Prepare a Statement for Accounts Receivable

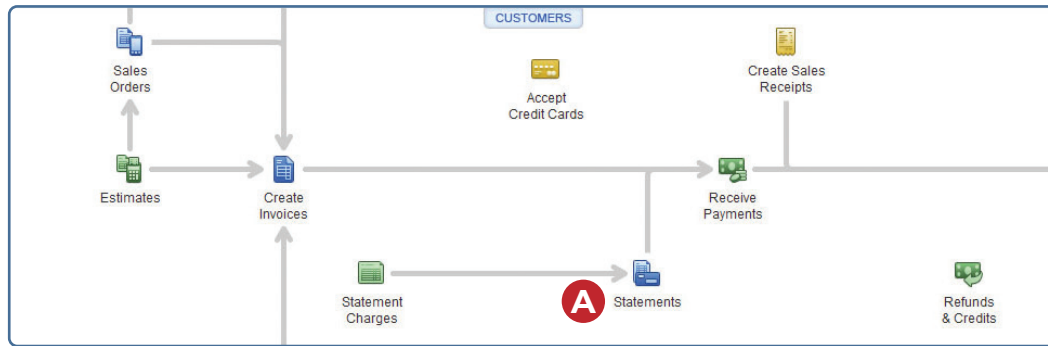
The Create Statements window is used to create various account statements, including an Accounts Receivable Statement, which can then be sent to a customer. No accounting entries occur.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Statements icon under Customers.
B	Statement Date	Accept the end of period default date or edit.
C	Statement Period From and To –or– All open transactions as of Statement Date	Accept the default radio button setting or select the next option.
D	Statement Period From and To (If another radio button is selected, skip this step.)	Accept the default dates to create a monthly statement or change dates.
E	Select Customers	Accept the default All Customers setting or select the desired radio button. For Multiple Customers , click the Multiple Customers radio button, click the Choose button, and select the desired customers in the Print Statements window, then click OK (<i>not shown</i>). For One Customer , click the One Customer radio button, then select the customer from the drop-down list (<i>not shown</i>).
F	Select Additional Options	Complete this section by adding and/or removing check marks to be consistent with the information that is to be included in the customer statement(s).
G	Preview button	Click the Preview button to verify that the information displayed is correct. Then click the Close button to return to the Create Statements window.
H	Print/Close buttons	Click the Print button if a printout is desired, or click the Close button.

Prepare a Statement for Accounts Receivable

QuickBooks windows



The screenshot shows the "Create Statements" window with the following details and annotations:

- SELECT STATEMENT OPTIONS:**
 - A/R Account: 10200 - Accounts Receivable
 - Statement Date: 12/15/21 (Annotation B)
 - Statement Period From: 11/16/20 (Annotation C) To: 12/15/20 (Annotation D)
 - Radio buttons: "All open transactions as of Statement Date" (selected), "Include only transactions over 30 days past due date" (unchecked)
- SELECT CUSTOMERS:**
 - Radio buttons: "All Customers" (selected), "Multiple Customers", "One Customer", "Customers of Type", "Preferred Send Method"
 - Button: "View Selected Customers..."
- SELECT ADDITIONAL OPTIONS:**
 - Template: Intuit Standard Statement (with "Customize" button)
 - Create One Statement: Per Customer
 - Checkboxes: "Show invoice item details on statements" (unchecked), "Print statements by billing address zip code" (unchecked), "Print due date on transactions" (checked)
 - Do not create statements: "with a zero balance" (unchecked), "with a balance less than 0.00" (unchecked), "with no account activity" (unchecked), "for inactive customers" (unchecked)
 - Button: "Assess Finance Charges..."
- Buttons at the bottom:** "Preview" (Annotation G), "Print" (Annotation H), "E-mail", "Close" (Annotation H), "Help"

(windows continued on the following page)

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QuickBooks windows (continued)

Jackson Supply Company				<h2 style="margin: 0;">Statement</h2>			
				<table border="1" style="margin: 0 auto;"> <tr><td style="text-align: center;">Date</td></tr> <tr><td style="text-align: center;">12/31/2021</td></tr> </table>		Date	12/31/2021
Date							
12/31/2021							
<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">To:</td></tr> <tr><td>McCarthy's B&B 511 Mansion Columbus, OH 43216</td></tr> </table>				To:	McCarthy's B&B 511 Mansion Columbus, OH 43216		
To:							
McCarthy's B&B 511 Mansion Columbus, OH 43216							
				Amount Due	Amount Enc.		
				\$6,465.11			
U/M	Date	Transaction	Amount	Balance			
	11/30/2021	Balance forward		6,465.11			
		CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
		0.00	0.00	0.00	0.00	6,465.11	\$6,465.11