

Customer Statements

Category: Statements | Created: March 21, 2026 | Updated: September 01, 2026

Customer Statements

Print or preview a statement to one or all customers with an outstanding balance.

Screen Location - Main Menu > Accounts Receivable > Statements

The screenshot shows a software window titled "Customer Statements". It has three tabs: "Print", "Preferences", and "Dunning Messages". The "Print" tab is active. Inside the window, there are three input fields: "Aging Date" with the value "2/22/2018", "Customer" with a dropdown menu showing "Bigley Backhoe & Crane", and "Job Number" with a dropdown menu showing "<All Jobs>". To the right of the "Job Number" field is a checkbox labeled "Group By Job Number" which is checked. Below these fields, there are two radio buttons: "Print Preview" (selected) and "Print". To the right of these is a "Copies" field with the value "01" and a spinner control. At the bottom of the window, there are two buttons: "Print" and "Done".

Aging Date - Date to use to calculate 30, 60, and 90 day totals.

Customer - Select one customer for a statement or <All Customers> for statements to all customers.

Job Number - Select one or all Jobs.

Group by Job Number - Will give subtotals for all invoices for each job number.

Click the **Print** button to preview or print the statements.



HaulWare

Bigley Backhoe & Crane
14 Juniper Street
Gettysburg, PA 17325
Phone: (222) 222-2222
Fax: (222) 222-2222

STATEMENT

CUSTOMER NO.

1011

STATEMENT DATE

2/22/2018

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

AMOUNT ENCLOSED: \$ _____

Job Number (No Job)

DATE	INVOICE NUMBER	DAYS	INVOICE AMOUNT	PAYMENTS	AMOUNT OWED
12/07/17	171207-02	77	\$150.00	\$0.00	\$150.00
JOB TOTAL \$:			\$150.00	\$0.00	\$150.00

Job Number 1110-Paris o Job

DATE	INVOICE NUMBER	DAYS	INVOICE AMOUNT	PAYMENTS	AMOUNT OWED
12/07/17	171207-01	77	\$1,621.14	\$25.00	\$1,596.14
JOB TOTAL \$:			\$1,621.14	\$25.00	\$1,596.14

Job Number 1113-Paris o Job

DATE	INVOICE NUMBER	DAYS	INVOICE AMOUNT	PAYMENTS	AMOUNT OWED
12/21/17	171221-01	63	\$883.20	\$0.00	\$883.20
JOB TOTAL \$:			\$883.20	\$0.00	\$883.20

Job Number 1114-Paris o Job

DATE	INVOICE NUMBER	DAYS	INVOICE AMOUNT	PAYMENTS	AMOUNT OWED
01/17/18	180117-01	36	\$800.00	\$0.00	\$800.00
JOB TOTAL \$:			\$800.00	\$0.00	\$800.00
STATEMENT TOTAL \$:			\$3,454.34	\$25.00	\$3,429.34

Current	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	TOTAL DUE
\$0.00	\$800.00	\$2,629.34	\$0.00	\$0.00	\$3,429.34

Your account is now over 60 days old. Please pay your overdue balance immediately

Preferences tab - Filter your output to only include statements that meet these parameters.

Customer Statements

Print **Preferences** **Dunning Messages**

☒ **Print Dunning Messages on Statements**

Minimum Past Due Amount for Dunning Messages: \$100.00

Minimum Invoice Age to Print Statement: 30

Minimum Customer Balance to Print Statement: \$500.00

☒ **Print Statements for Customers with Zero Balances**

☒ **Print Statements for Customers with Credit Balances**

☐ **Show Invoices with Zero Balance**

Print **Done**

Dunning Messages tab - Control what text prints near the bottom of the statements.

Customer Statements

Print **Preferences** **Dunning Messages**

Current: Thank you for being current in all your invoices

Over 30 Days: Your account currently has invoices over 30 days. If you have already sent your payment, please disregard this message.

Over 60 Days: Your account is now over 60 days old. Please pay your overdue balance immediately

Over 90 Days: Your account is seriously overdue. If you do not pay us immediately, your account will be turned over to collections.

Over 120 Days: Your account has been turned over to collections. You will be responsible for all collection charges. If you wish to pay your bill and re-establish credit please call us at (###) ###-####

Print **Done**