

## CUSTOMER STATEMENT - ALTERNATIVE LAYOUT

This document describes an alternative layout for customer statement. Contact our system support to turn this new layout for your account if you want to switch from standard format.

### A/ Start Date

Start date filter input is added for this layout. Start date will be used to summarize account balance before the date specified. It will be shown as balance forward.

### B/ Where to print

Follow the same steps to print out the report, printing dialog box will show asking for both start and cut off date.

**Customer Statement**

K & K Shipping inc [All Balance] CutOff: 8/10/2022 [export] [print]

Ledger	Inv/Cr/Dr#	Inv Date	Due Date	Billing Ref	Container#	Amount	1 month	2 Months	3 Months	4 Months	> 4 Months
AR	VI8865	2/27/2019	4/28/2019		TCLU8719344	666.00					666.00
AR	VI8907	3/18/2019	5/17/2019								1,170.00
AR	VI10027	11/4/2020	12/4/2020	AISIO2010268							753.00
AR	VI10008	10/20/2020	12/19/2020								716.00
AR	VI9973	11/3/2020	1/2/2021	AISIO2010268							535.00
AR	VI10000	11/4/2020	1/3/2021	AISIO2010268							510.00
AR	VI9977	11/5/2020	1/4/2021	AISIO2010047							560.00
AR	VI9982	4/20/2021	6/19/2021	AISIO2010268							270.00
AR	VI9983	4/22/2021	6/21/2021	AISIO2010268							235.00
AR	VI10011	12/24/2021	12/25/2021	AISIO2010325							363.00
AR	VI10025	4/7/2022	5/7/2022						5,000.00		
AR	VI10079	6/6/2022	7/6/2022	AISIO2010325							

**Statement Printing**

CUSTOMER STATEMENT FOR [ K & K Shipping inc ]

Start Date - Balance forward is shown before start date specified.

Start Date: 07/11/2022

CutOff Date: 08/10/2022

[generate] [close]

**C/ How it looks like**

See below sample of customer statement with start date specified.

New items:

“Balance Forward” with summarized balance.

Settlement details with date and check number.

Aging summary at the bottom.

This statement has been emailed on 6/14/2022 2:51:09 PM by brian [Email Statement](#)

**CUSTOMER STATEMENT**

**DEMO AMERICAN TRUCKING (ON SERVER2)**

1234 Raymond Avenue, Temple City, CA 91780  
 TEL: (626) 333-4444  
 test@test.com

PRINT DATE : 8/10/2022 9:02:53 AM

**BILL TO : 57123**  
 K & K Shipping inc  
 15 farquhar ave  
 LOS ALAMITOS CA 90720, US  
 Tel:

**STATEMENT AS OF 8/10/2022**

Inv/Cr/Dr#	Inv Date	Due Date	Container# Delivery Loc	Current Balance	Last Settlement Date	Check#	Amount
				*** BALANCE FORWARD 7/10/2022 ***			\$11,176.00
VI10031	7/25/2022	8/25/2022	FSCU8636127 DEMO Delivery Location - 263	\$318.00	8/8/2022	98456633	\$358.00
					8/8/2022	1452233	-\$10.00
							-\$30.00
VI10032	8/1/2022	9/1/2022	TEMU6242368 DEMO Delivery Location - 263	\$374.00			\$374.00
TOTAL:				\$692.00			\$11,868.00

0 - 1 Month Past Due	2 Months Past Due	3 Months Past Due	Over 3 Months Past Due	Total Amount Due
\$1,090.00	\$0.00	\$5,000.00	\$5,778.00	\$11,868.00

--- End of Statement ---

Please send your check payable to "DEMO AMERICAN TRUCKING"

ALL INVOICES ARE TO BE PAID WITHIN THE DUE DATE. 6% MONTHLY LATE FEE WILL APPLY TO ALL OVERDUE-BALANCES UNTIL PAID.  
 ANY AMENDMENTS REQUEST MUST BE SUBMITTED WITHIN 7 DAYS OF RECEIPT.