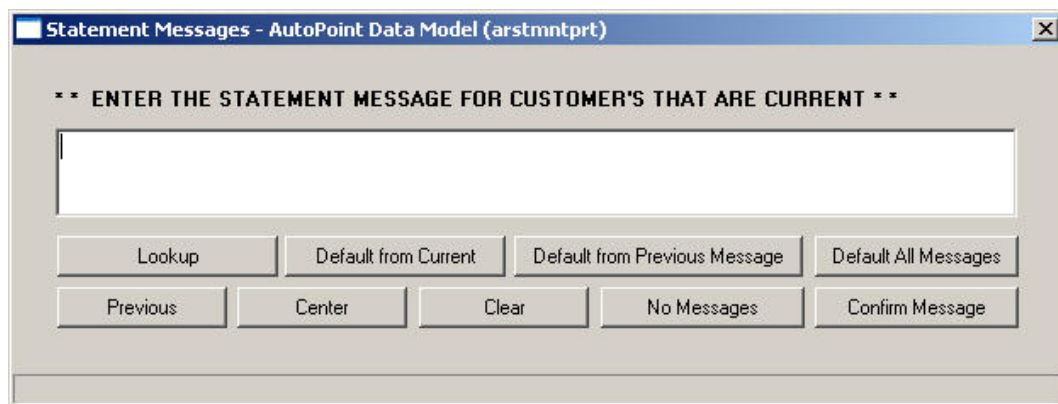# A/R Statement Messages Based on Aging

Introduction

The message that prints at the bottom of statements can be determined by the aging of the invoices on the particular customer's statement. That is, if a customer has invoices that are 30 days past due, the message that prints at the bottom of the statement can be different from the messages that print on the statement for a customer that are current.

This document explains the following:
- How to set up messages by branch and by aging (current, past 30, past 60, past 90).
- How to create or select messages when printing statements.
- How to modify messages when printing statements.

Selecting and Entering Statement Messages when Printing Statements

When you are ready to print your statements, from the A/R Statement Printing program (through the A/R menu item) or through the EPO A/R Statement Printing program (through the Imaging menu item), select the ranges to print your statements. Once the range information is entered and the run button is clicked, a new window will come up.

A 3 line message can be entered that will print on statements for customers who fall into the aging bucket at the top of the window.

The "**Default from Current**" button will set the message you are on to the message entered for customers who are current so that you do not need to retype the entire message if there are not many changes that need to be made.

The "**Default from Previous Message**" button will let you modify the previous message to use for the message you are on.

The "**Default All Messages**" button will set all messages to the message you are currently editing.

The "**Previous**" button will allow you to return to the previous bucket if you need to make a change. Pressing the button when you are on the "Current" message will allow you to change the range you are generating statements for.
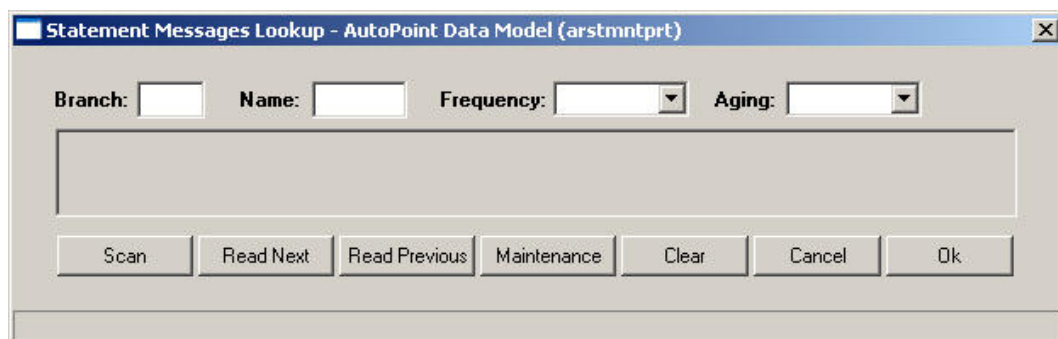
The "**Center**" button will position all 3 lines of the message so that there are an equal number of spaces to either side of each line.

The "**Clear**" button will clear the message you are on if you need to restart the message.

The "**No Messages**" button will ask the question "Do NOT Print Statement Messages?" and if you answer "Yes" will leave all the messages blank and print the statements.

The "**Confirm Message**" button will finish editing the message you are on and let you continue on to edit the message for the next bucket. When you click this button and you were editing the message for customers who are 90 days overdue, the statements will print.

The "**Lookup**" button will allow you to choose a message that has been previously saved. When it is clicked, a new window will be brought up so you can find the message you want to use.
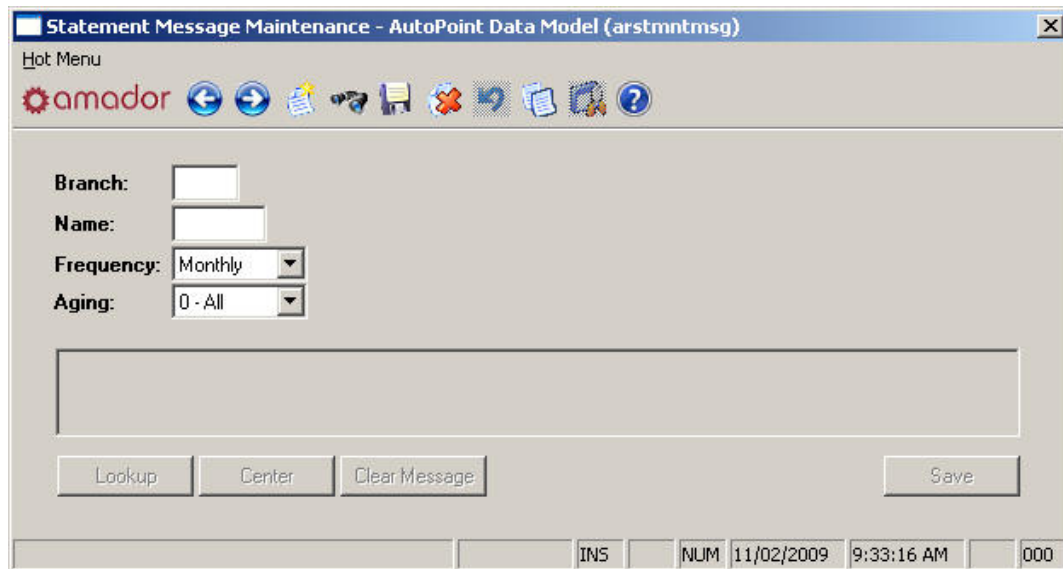

If you know the branch, name, frequency and aging type for the message you want to use, you can enter them to bring up that message. Otherwise, the "**Scan**", "**Read Next**" and "**Read Previous**" buttons will allow you to look through the saved messages to find the one you want.

The "**Clear**" button will let you enter a different branch, name, frequency and aging type without having to delete what has already been entered yourself.

The "**Cance**l" button will close the lookup window and any message that you entered before clicking the "Lookup" button will be untouched.

The "**Ok**" button will close the lookup window and default the message you are on to the message you had selected in the lookup window.

The "**Maintenance**" button will allow you to enter standard messages for future statement runs.

Enter the branch this message is for and a name to identify this message. Select the statement frequency you plan to use this message for. Select the aging type you plan to use the message for. You will now be able to enter the message you want to use.

The "**Center**" button will position all 3 lines of the message so that there are an equal number of spaces to either side of each line.

The "**Clear Message**" button will allow you to restart your current message without having to reenter your key information.

Once you have entered the message the way that you want it to print on your statements, click the "**Save**" button.