

QUICK REFERENCE GUIDE

STATEMENT ADMINISTRATION

This quick reference guide provides information regarding the generation and bulk printing of Statements within Practice Engine.

GENERATING STATEMENTS

- Select **Create and Print Statements** from the **Data Maintenance** section of the Admin menu task pad.
- Set the Statement date if different to the current date. The statement date is the date up to which you want to include transactions.
- Set the minimum balance if required. DRS balances below this minimum balance will not be included in the Statement generation routine.
- Choose what transactions to include. The available options are – All O/S transactions, Only O/S transactions over client's credit terms or All O/S transactions if at least one bill exceeds the client's credit terms
- Click onto the **Generate** button.

REVIEWING STATEMENTS

Once statements have been generated, they need to be reviewed and approved.

Statements can be reviewed through the **Statement Approval Portfolio** by Client Partners and Managers or by using the **Review Statements** tab on Create and Print Statements page.

- **From the Create and Print Statements page**
- Click onto the **Review Statements** tab and set the required filters.
- Select the statements to be approved. A Select All option is available by selecting the top checkbox.
- Once all statements have been reviewed click onto the **Approve** button. The **Reject** button allows a selection of statements to be rejected for later approval or printing.
- Click onto **Yes** to confirm your choice.
- **From the Statement Approval Portfolio**
- From the portfolio menu, select Statement Approval.
- Select either 'Show where I am the Partner/ Manager'.
- Select the statements to be approved. A Select All option is available by selecting the top checkbox.
- Once all statements have been reviewed click onto the **Approve** button.
- Click onto **Yes** to confirm your choice.

PRINTING STATEMENTS

- From the Create and Print Statements page, click onto the **Print Statements** tab.
- Select the delivery format: **Print and Mail** or **Email**. (The clients selected delivery format is indicated with either a Printer icon or an Envelope.)
- Select the Statements to be printed or emailed.
- Select whether to include outstanding invoices.
- Click onto the **Print** button.
- Click onto **Yes** to process the selected statements.
- If Print and Mail has been selected the statements will be generated to a PDF, from which they can be printed.

- Click onto the **Printer** button.
- Click on **Close** and **Yes** to indicate that the statements printed correctly.
- Clicking on **No** will leave the statements with a status of unprinted and any credit control events that have been set up will not be generated. (If the system is set up to generate Credit Control Events when statements are sent.)
- If Email has been selected, repeat the process described above.
- The statements will be displayed on screen where standard email wordings can be selected.