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How Do You Exclude Order Deposits from Printing on Customer Statements?

Angie K - 2023-07-11 - in Customers

How Do You Exclude Order Deposits from Printing on Customer Statements?

Within Send Manage - Send Customer statements, a new checkbox has been added to Exclude Order Deposits when printing or emailing a Customer Statement.

The screenshot shows the 'Send Manager' window with the following fields:

- Function: Send Statements
- Based on Customers with: Past Due Age greater than or equal to: 0
- Minimum Balance to include: (\$99,999.99.99)
- Exclude Order Deposits
- Customer: (\$)
- Salesperson: (\$)

 A red box highlights the 'Exclude Order Deposits' checkbox and the 'Customer' and 'Salesperson' fields.

- When checked, it will only print balances on account and open receivables.



402 E. 4th Street - Floor 2 - Waterloo, IA 50703



Support - (319)665-7426 Email - support@asicomp.com



Support - (319)240-2864 Email - Profitsh@asicomp.com

STATEMENT

Statement Date
10/20/22

Customer
UNI001

ADDRESS

UNI Business Office
University of Northern Iowa
PO Box 7548
Cedar Falls, IA 50614
UNITED STATES
Office: 1+319-277-7777
OfficeFax: 1+319-277-7770

Invoice Date	Due Date	Type	Invoice/Order	PO/Reference	Amount
10/19/22	12/03/22	Invoice	10002	10068	\$3,073.85
10/20/22	12/04/22	On Account			(\$1,100.00)
Statement Total:					\$1,973.85
Current	1-30 days past due	31-60 days past due	61-90 days past due	Over 90 days past due	
\$1,973.85	\$0.00	0.00	0.00	\$0.00	

- When unchecked, it will also include order deposits.



402 E. 4th Street - Floor 2 - Waterloo, IA 50703

Support - (319)265-7426

ProfitMAKER

Email - support@askomp.com



Support - (319)243-2864 Email - Profitmaker@asicomp.com

STATEMENT

Statement Date
10/20/22

Customer
UNI001

ADDRESS	UNI Business Office
	University of Northern Iowa
	PO Box 7548
	Cedar Falls, IA 50614
	UNITED STATES
	Office: 1+319-277-7777 OfficeFax: 1+319-277-7770

Invoice Date	Due Date	Type	Invoice/Order	PO/Reference	Amount
10/19/22	12/03/22	Invoice	10002	10068	\$3,073.85
10/20/22	12/04/22	Order Deposit	106		(\$800.00)
10/20/22	12/04/22	On Account			(\$1,100.00)

Statement Total:	\$1,173.85
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Current	1-30 days past due	31-60 days past due	61-90 days past due	Over 90 days past due
\$1,173.85	\$0.00	0.00	0.00	\$0.00