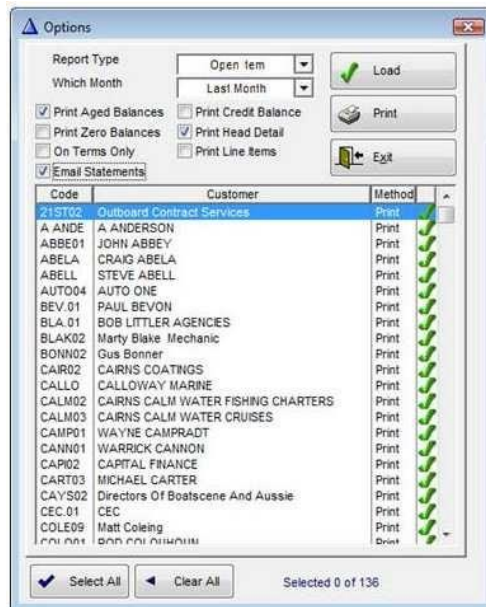


Statement Manager

There is a new quick and easy way to manage your statement printing!

To access the statement manager, go to Reports>Statements>Statement Manager. The Statement Manager screen will appear.



From this screen you can then select the report type, and to choose the statement run month.

Select any of the tick box options, then click on the Load button to get a list of the statements due to be sent out.

From this list you can then select which statements you wish to send out by double clicking on each item to tick or un-tick.

If the customer has the email documents ticked in the customer master file then the option to email will be seen in the Method column. If you tick the email option the system will distinguish which statements are to be printed and which ones emailed.

Click on the Print Button to process the statements and Exit button to exit.

Statements are now available from within the main AM-Win menu. Open Reports>Statements, then choose your normal statement run options.

You can now select a different statement format than that of the invoice format. To access this feature open the Others Menu>Control System>Print Options and then change the statement format to one of the 8 formats.

Statements Company Details Option

Print a statement with or without your Company details by selecting the “print head details” option from a balance forward statement. Tick or un-tick the option as required.

