

AGE ACCOUNTS RECEIVABLE AND PRINT CUSTOMER MONTHLY STATEMENTS

OVERVIEW

Most companies prepare monthly statements of outstanding accounts receivable from customers. Before customer monthly statements can be prepared in *Microsoft Dynamics GP*, you must perform the aging routine for accounts receivable as of the end of the month. This process sorts accounts receivable into various aging categories, such as current, 1–30 days, 31–60 days, etc. The Receivables Aging Process window is used to complete the aging of accounts receivable. After outstanding accounts receivable are aged into the proper categories, you can print customer monthly statements using the Print Receivables Statements window.

Note: The Quick Reference Table below assumes that you do not want to print an aging schedule using this window. An aging schedule is prepared later. Also, the table assumes that you want to print only one customer statement.

QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
A	Navigation Pane buttons	Click <i>Sales</i> → <i>Routines</i> → <i>Aging</i> .
B	Aging Date	Review the aging date and change if necessary.
C	Continue button (not shown)	If you receive a message about time between aging date and user date, click the Continue button.
D	Process	Click the Process button.
E	Cancel button (Report Destination window, not shown)	Click the Cancel button in the Report Destination window.
F	Navigation Pane buttons	Click <i>Sales</i> → <i>Routines</i> → <i>Statements</i> .
G	Statement ID	Select the appropriate month as the Statement ID.
H	From radio button	Click the From radio button.
I	From and To boxes	Select the same Customer ID in both the From and To boxes.
J	Insert button	Click the Insert button.
K	Print button	Click the Print button and then the Save button when asked if you want to save the changes.
L	OK button (Report Destination window, not shown)	Click the OK button in the Report Destination window to send the report to the default destination, Screen.
M	Print button (Screen Output screen, not shown)	Review the report on the screen, turn your printer on, and click the Print button.
N	OK button (Print window, not shown)	After the Print window opens, click the OK button.

Receivables Aging Process Window **A** *Sales → Routines → Aging*

Print Receivables Statements Window **F** *Sales → Routines → Statements*

DETAILED INSTRUCTIONS

A. Click *Sales* → *Routines* → *Aging*

▶ Click *Sales* → *Routines* → *Aging* to open the *Receivables Aging Process* window.

B. Review the *Aging Date* and change if necessary

The default aging date is the current date. Accounts receivable are usually aged as of the end of a period, such as a month, quarter, or year-end.

▶ Review the *aging date* and change if necessary. See step C if you receive a message about the length of time between the aging date and the user date. If you do not receive this message, skip to step D.

C. If you receive a message about time between aging date and user date, click the *Continue* button

▶ If you receive a message about the length of time between the aging date and the user date, click the *Continue* button.

D. Click the *Process* button

After the aging date is entered, you can begin the receivables aging process. After the aging process is done, outstanding accounts receivable are sorted into aging categories. Examples include current, 1–30 days, 31–60 days, etc.

▶ Click the *Process* button to perform the accounts receivable aging process.

E. Click the *Cancel* button in the *Report Destination* window

After the aging process is complete, *Microsoft Dynamics GP* prepares an aging report. The aging report will not be used in this project.

▶ After the *Report Destination* window appears, click the *Cancel* button to cancel printing the aging report.

After the outstanding accounts receivable are properly categorized, the next step is to print a customer monthly statement.

F. Click *Sales* → *Routines* → *Statements*

▶ Click *Sales* → *Routines* → *Statements* to open the *Print Receivables Statements* window.

G. Select the appropriate month as the *Statement ID*

Microsoft Dynamics GP allows you to set up and save a customized customer monthly statement. For this project, a sample December monthly statement has already been created.

▶ Use the *Statement ID* lookup button to select the statement ID you wish to print. For example, in the *Waren Sports Supply* chapter you would select *DEC 2017*, the customized December customer statement.

H. Click the From radio button

The From and To buttons set the range of customer statements to be printed. The statement's default setting is to print all customer statements. To print only one customer's monthly statement, you must first click the From radio button.

- ▶ *Click the From radio button.*

I. Select the same Customer ID in both the From and To boxes

Because you are selecting only one customer's monthly statement, you must enter the chosen customer's Customer ID in both the From and To boxes.

- ▶ *Use the adjacent lookup buttons to select the chosen customer's Customer ID in both the From and To boxes.*

J. Click the Insert button

- ▶ *Click the Insert button in the bottom-left corner to insert the customer ID range into the Restrictions box.*

K. Click the Print button and then the Save button when asked if you want to save the changes

- ▶ *Click the Print button.*

Next, the software asks if you want to save the changes to the statement option.

- ▶ *Click Save when asked if you want to save the changes.*

L. Click the OK button in the Report Destination window to send the report to the default destination, Screen

- ▶ *Click the OK button in the Report Destination window to print the statement to the screen for your review.*

M. Review the report on the screen, turn your printer on, and click the Print button

After reviewing the statement on the screen, you can print a hard copy of the statement.

- ▶ *Turn your printer on. When the printer is ready, click the Print button in the top-left corner of the Screen Output window for the customer statement.*

N. After the Print window opens, click the OK button

The next window that appears is the Print window for your printer.

- ▶ *After the Print window opens, click the OK button to print the statement.*