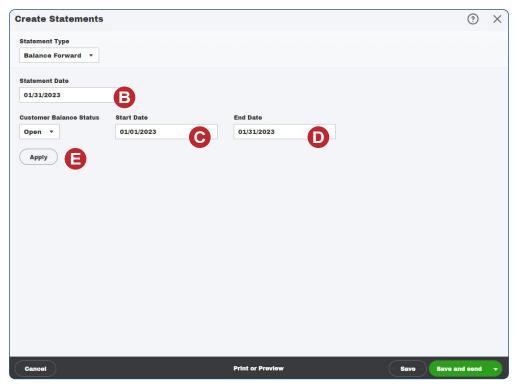
The Create Statements window is used to create customer monthly statements. No accounting entries occur. Note that there are several pages of *QBO* windows for this section, and the circled letters from the Quick Reference Table below are disbursed throughout those pages.

Quick Reference Table

*							
Step	Box or Other Location	Procedure					
A	QBO Home Page	Click the + New button → Statement (in the Other category) to open the Create Statements window.					
В	Statement Date	Select the Statement Date , which is typically at the end of a month.					
G	Start Date	Select the Start Date , which is typically at the beginning of a month.					
D	End Date	Select the End Date , which should match the Statement Date .					
(3)	Apply button	Click the Apply button to generate a list of available statements for the time period you selected (see third <i>QBO</i> window illustration). If you receive an error message, change the selection in the Customer Balance Status to "All."					
F	Recipients List section	Notice that the default setting is to generate statements for all customers that fit the parameters you selected earlier. Use the check boxes to deselect any statements that you do not want to generate.					
G	Print or Preview button	Click the Print or Preview button to view the customer statement, which opens the Print Statement window (see fourth <i>QBO</i> window illustration).					
(1)	Print Statement window	Review the customer statement for accuracy.					
0	Print button	Click the Print button to print a PDF of the customer statement. See fifth <i>QBO</i> window for a sample customer statement.					
0	Close button	Click the Close button to close the Print Statement window.					
K	Save options	Save the statement and close the window.					

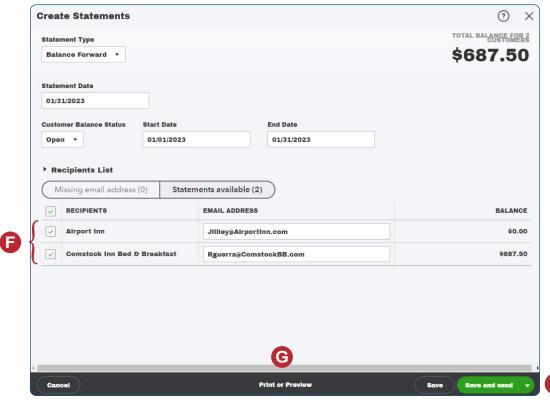
QBO windows

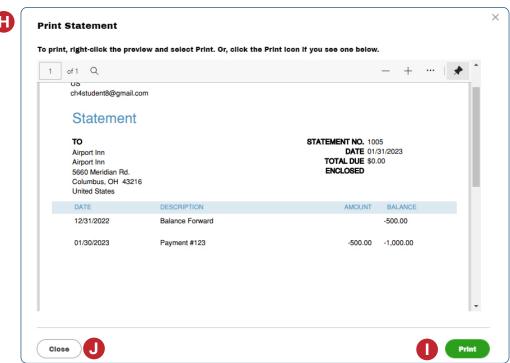




*Note: This illustration shows a completed window before the Apply button is clicked.

QBO windows (continued)





QBO windows (continued)

Jackson Supply Company

US

ch4student8@gmail.com

Statement

TO
Airport Inn
Airport Inn
5660 Meridian Rd.
Columbus, OH 43216
United States

01/30/2023

STATEMENT NO. 1005

DATE 01/31/2023

TOTAL DUE \$0.00

ENCLOSED

-500.00

-1,000.00

DATE DESCRIPTION AMOUNT BALANCE
12/31/2022 Balance Forward -500.00

Payment #123

Current	1-30 Days	31-60 Days	61-90 Days	90+ Days	Amount
Due	Past Due	Past Due	Past Due	Past Due	Due
0.00	0.00	0.00	0.00	0.00	\$0.00

