

Prepare a Statement for Accounts Receivable

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 .
B	Statement Date	Select the Statement Date , which is typically at the end of a month.
C	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 .
E	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).
H	Print Statement window	Review the customer statement for accuracy.
I	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.
J	Close button	Click the Close button to close the Print Statement window .
K	Save options	Save the statement and close the window.



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QBO windows



The 'Create Statements' window is shown with the following fields and options:

- Statement Type:** Balance Forward (dropdown)
- Statement Date:** 01/31/2023 (text field, highlighted with red circle B)
- Customer Balance Status:** Open (dropdown)
- Start Date:** 01/01/2023 (text field, highlighted with red circle C)
- End Date:** 01/31/2023 (text field, highlighted with red circle D)
- Buttons:** Apply (highlighted with red circle E), Cancel, Print or Preview, Save, Save and send (dropdown)

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

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QBO windows (continued)

Create Statements

TOTAL BALANCE FOR 2 CUSTOMERS

\$687.50

Statement Type
Balance Forward

Statement Date
01/31/2023

Customer Balance Status Open **Start Date** 01/01/2023 **End Date** 01/31/2023

Recipients List

Missing email address (0) Statements available (2)

<input checked="" type="checkbox"/>	RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/>	Airport Inn	JIlley@AirportInn.com	\$0.00
<input checked="" type="checkbox"/>	Comstock Inn Bed & Breakfast	Rguerra@ComstockBB.com	\$687.50

Cancel **Print or Preview** **Save** **Save and send**

F

G

K

Print Statement

To print, right-click the preview and select Print. Or, click the Print icon if you see one below.

1 of 1

US
ch4student8@gmail.com

Statement

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

STATEMENT NO. 1005
DATE 01/31/2023
TOTAL DUE \$0.00
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
12/31/2022	Balance Forward		-500.00
01/30/2023	Payment #123	-500.00	-1,000.00

Close **Print**

H

J

I



Prepare a Statement for Accounts Receivable

QBO windows (continued)

Jackson Supply Company
 US
 ch4student8@gmail.com

Statement

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

STATEMENT NO. 1005
 DATE 01/31/2023
 TOTAL DUE \$0.00
 ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
12/31/2022	Balance Forward		-500.00
01/30/2023	Payment #123	-500.00	-1,000.00

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

