

## 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.

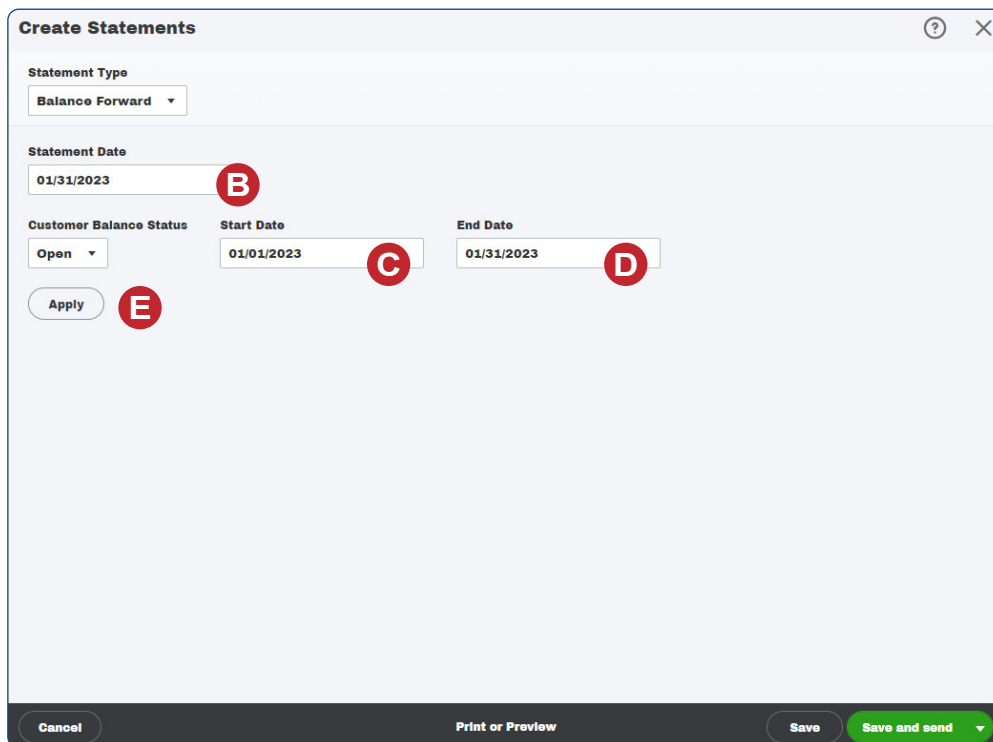
### Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	<b>QBO Home Page</b>	Click the <b>+ New button</b> → <b>Statement</b> (in the <b>Other category</b> ) to open the <b>Create Statements window</b> .
<b>B</b>	<b>Statement Date</b>	Select the <b>Statement Date</b> , which is typically at the end of a month.
<b>C</b>	<b>Start Date</b>	Select the <b>Start Date</b> , which is typically at the beginning of a month.
<b>D</b>	<b>End Date</b>	Select the <b>End Date</b> , which should match the <b>Statement Date</b> .
<b>E</b>	<b>Apply button</b>	Click the <b>Apply button</b> 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."
<b>F</b>	<b>Recipients List section</b>	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.
<b>G</b>	<b>Print or Preview button</b>	Click the <b>Print or Preview button</b> to view the customer statement, which opens the <b>Print Statement window</b> (see fourth <i>QBO</i> window illustration).
<b>H</b>	<b>Print Statement window</b>	Review the customer statement for accuracy.
<b>I</b>	<b>Print button</b>	Click the <b>Print button</b> to print a PDF of the customer statement. See fifth <i>QBO</i> window for a sample customer statement.
<b>J</b>	<b>Close button</b>	Click the <b>Close button</b> to close the <b>Print Statement window</b> .
<b>K</b>	<b>Save options</b>	Save the statement and close the window.



# Prepare a Statement for Accounts Receivable

## QBO windows



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



## Prepare a Statement for Accounts Receivable

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

**G**

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

**H**

Close **J**    **I**    **Print**



## 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	<b>\$0.00</b>

