

# Allpet Statement Procedure.

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## **Introduction:**

At the end of September we are going to send statements to customers who have an Accounts E-mail Address. We are still going to produce a printed statement which will be sent to all customers. At the end of next month (October), we will only send printed statements to those customers who do not have an accounts email address. So September is a one off procedure to ease customers and ourselves into email statement production.

## **Procedure for September:**

1. Firstly we will do a Statement Run for Email customers. (see the option 1 selection below)
2. This will skip customers that do not have an accounts email address.
3. At the end of this statement run, it will not be finalised - the option 'Cancel statement processing' will be selected.
4. Then a normal printed statement run will be processed and at the end of this run, the 'Flag Debtor Accounts as printed' option will be selected to finalise the statement run.

When the statement form configuration to allow emailing is turned on, a drop down facility will be visible to select the type of statement required. It will display something similar to this:

1. SX Email
2. SD Print 'Name of your default printer'
3. Process all forms.

For the October Statement run, option 3 will be selected and this will email those customers with an accounts email address and print a statement for those that do not.

Then the Statement run can be finalised with 'Flag Debtor Accounts as printed' for one single run of the statement processing.