

## STATEMENT OF ACCOUNT

A Statement of Account is a *detailed* report of the contents of an account or Customer. A statement is usually sent to a customer, showing *billings* and *payments* from the customer during a specific time period, resulting in an ending **balance**. The purpose of the statement is to remind a customer of sales on credit that have not yet been paid. Click the **Print Report Button** to print (Figure 2), **Export Button** to save the report to an Excel File (Figure 3), and **Email Button** to email the excel file to the designated address in the **Settings -> Email Report Settings**.

Figure 1

### Statement of Account

Customer :  
Everest Industries

PRINT REPORT

EMAIL

EXPORT

PREVIOUS BALANCE				
Invoice #	Date	Amount	Balance Amount	Total
SALES				
TXN-20181003-2	2018-10-03	37,650.00	20,000.00	
TXN-20181019-37	2018-10-19	10,000.00	5,000.00	
TXN-20190206-59	2019-02-06	12,000.00	12,000.00	
			SUB-TOTAL:	59,650.00
CURRENT BALANCE				
Invoice #	Date	Amount	Balance Amount	Total
SALES				
TXN-20190807-85	2019-08-07	13,500.00	13,500.00	
			SUB-TOTAL:	13,500.00
PAYMENT				
Receipt #	Date	Payment Amount		
SALES				
REC#109012	2019-08-07		17,650.00	
REC#109012	2019-08-07		5,000.00	
			TOTAL:	73,150.00
			LESS PAYMENT:	22,650.00
			BALANCE:	50,500.00

Figure 2

### Everest Industries'S STATEMENT OF ACCOUNT

Customer Name : Everest Industries  
Address : Angeles City

Date : 2019-08-07  
Contact Person : Cristina Applegate

PREVIOUS BALANCES				
Invoice #	Date	Amount	Balance Amount	Total
SALES INVOICE				
TXN-20181003-2	2018-10-03	37,650.00	20,000.00	
TXN-20181019-37	2018-10-19	10,000.00	5,000.00	
TXN-20190206-59	2019-02-06	12,000.00	12,000.00	
			SUB-TOTAL:	59,650.00
CURRENT BALANCES				
Invoice #	Date	Amount	Balance Amount	Total
SALES INVOICE				
TXN-20190807-85	2019-08-07	13,500.00	13,500.00	
			SUB-TOTAL:	13,500.00
PAYMENTS				
Receipt #	Date	Payment Amount		
SALES				
REC#109012	2019-08-07	17,650.00		
REC#109012	2019-08-07	5,000.00		
			TOTAL:	73,150.00
			LESS PAYMENT:	22,650.00
			BALANCE:	50,500.00

Figure 3

	A	B	C	D	E
6	Everest Industries`S STATEMENT OF ACCOUNT				
7					
8	Customer Name: Everest Industries			Date: 2019-08-07	
9	Address: Angeles City		Contact Person: Cristina Applegate		
10	PREVIOUS BALANCES				
11	Invoice #	Date	Amount	Balance Amount	Total
12	SALES INVOICE				
13	TXN-20181003-2	2018-10-03	37,650.00	20,000.00	
14	TXN-20181019-37	2018-10-19	10,000.00	5,000.00	
15	TXN-20190206-59	2019-02-06	12,000.00	12,000.00	
16	SUB-TOTAL:				59,650.00
17	CURRENT BALANCES				
18	Invoice #	Date	Amount	Balance Amount	Total
19	SALES INVOICE				
20	TXN-20190807-85	2019-08-07	13,500.00	13,500.00	
21	SERVICE INVOICE				
22					
23	SUB-TOTAL:				13,500.00
24	PAYMENTS				
25	Receipt #	Date	Payment Amount		
26	SALES				
27	REC#109012	2019-08-07	17,650.00		
28	REC#109012	2019-08-07	5,000.00		
29	TOTAL:				73,150.00
30	LESS PAYMENT:				22,650.00
31	BALANCE:				50,500.00
32					

The System computes the balances by getting **Accounts Receivables Entries** from the *Sales / Accounts Receivable Module* in the Financing Modules and **Collections** from the *Collection Entry Module* in the Sales Module. To check the Accounts Receivable **Account Titles** (*Chart of Accounts*) included in the computation of the Report, Go to **Settings -> SOA Settings**

### STATEMENT OF ACCOUNTS SETTINGS / Accounts Receivable Settings

Check the appropriate accounts to be included in the Computation of **Customer SOA Report** and **Aging of Receivables Report**. This is also used to compute and filter **Receivables** from Customer (A/R) in the **Sales -> Collection Entry Module** when recording payment. Click **Save Account Changes Button** to save (*Figure 4*).

Figure 4

Statement of Accounts Settings

Note: Please check the appropriate accounts to be included in the computation of SOA and Aging of Receivables

Description
<input type="checkbox"/> Cash on Hand
<input type="checkbox"/> Cash in Bank - GRB
<input type="checkbox"/> Petty Cash Fund
<input type="checkbox"/> Revolving Fund
<input checked="" type="checkbox"/> Account Receivable
<input checked="" type="checkbox"/> Account Receivable OTH
<input type="checkbox"/> Furniture and Fixture
<input type="checkbox"/> Accumulative Depreciation
<input type="checkbox"/> Service Vehicles
<input type="checkbox"/> Tax
<input type="checkbox"/> Work In Process Inventory
<input type="checkbox"/> Bank - Current BDO ACT#9837459879
<input checked="" type="checkbox"/> Accounts Receivable - Trade
<input type="checkbox"/> Office Materials
<input type="checkbox"/> Purchases

Save Account Changes