



Reports Tip Sheet

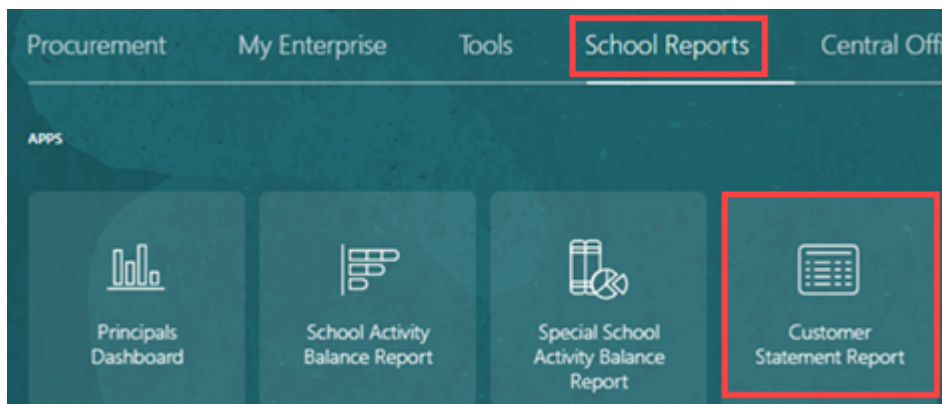
Customer Statement Report

This Tip Sheet will guide users through running the Customer Statement Report. This report will show all open invoices and credit memos for your location, with Activity Dates through the end date specified. This report should be run each month using the last day of the month as the end date of the report, and included as back-up documentation for the SchoolFunds Online bank reconciliation.

Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

1. Scroll to the **School Reports** menu and select the **Customer Statement Report**.



2. Enter the search parameters in the fields provided as follows, and then click **Apply** to run the report. .

Note: An asterisk (*) by a particular field indicates that it is a required field.

To fill parameters:

- **School Name:** Find your school name in the drop down menu; use the Search link if needed.
- **End Date:** Enter the last day of the month you are reconciling (e.g., 11-30-2022).



Reports Tip Sheet

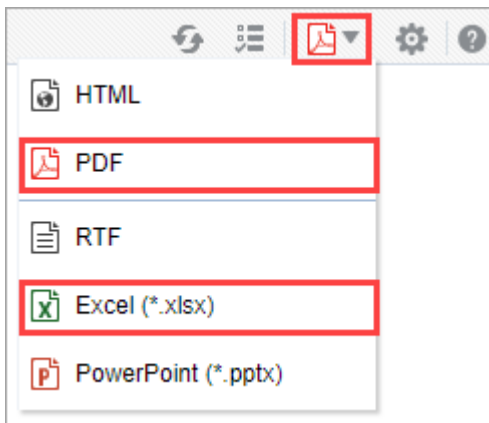
Customer Statement Report

3. The Report appears on the screen. If you have no open invoices, you will see the Transaction # listed as "NULL" and amounts of 0.00.

Note: If you have paid an invoice by the time you do the reconciliation, you can include the payment confirmation with your other monthly reports to show that the invoice is now paid.

Transaction #	Class	Activity Date	Original Amount	Current Amount	Past Due Amount	Disputed Amount	Status	Days Late	Due Date
NULL			0.00	0.00	0.00	0.00			
		TOTAL	0.00	0.00	0.00	0.00			

4. To export the report, click on the document icon above the report, and select either PDF or Excel. Print and/or save the report to your document files.



5. To exit the report, close the Report tab to return to the Business Hub.



Note: Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.