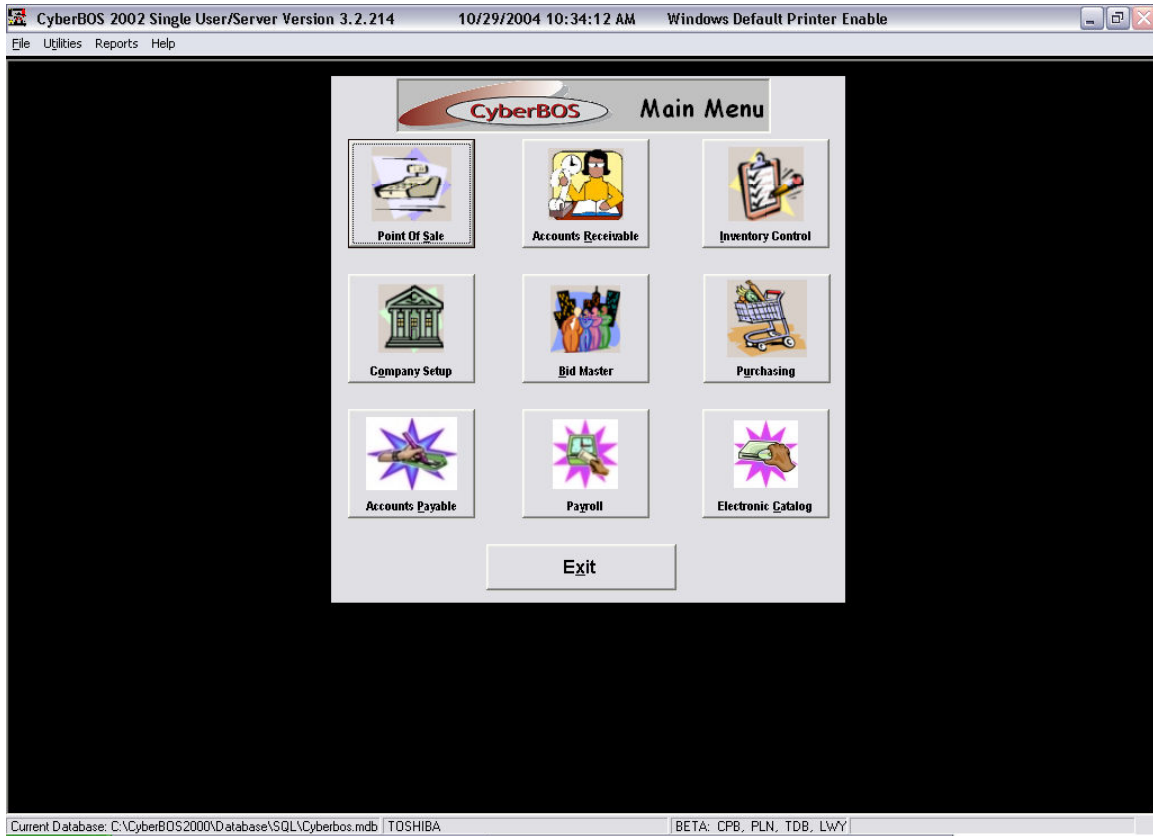
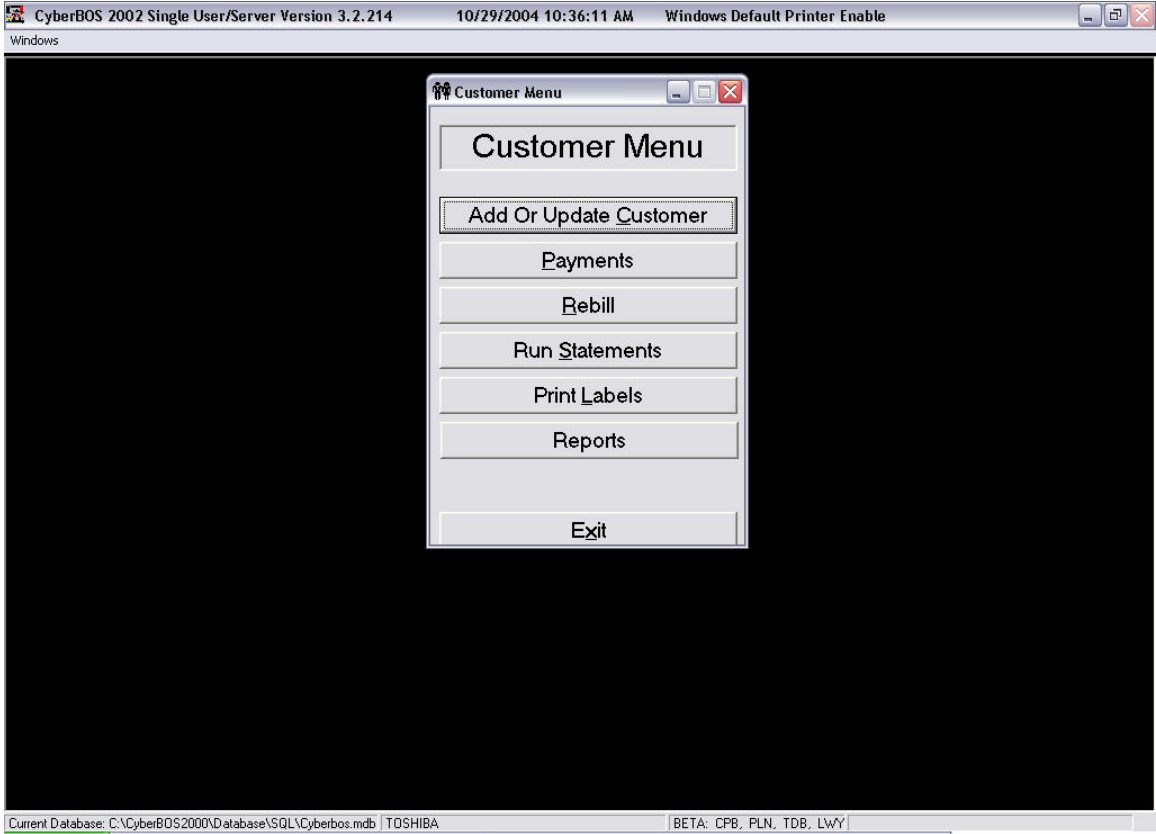


Print Statements

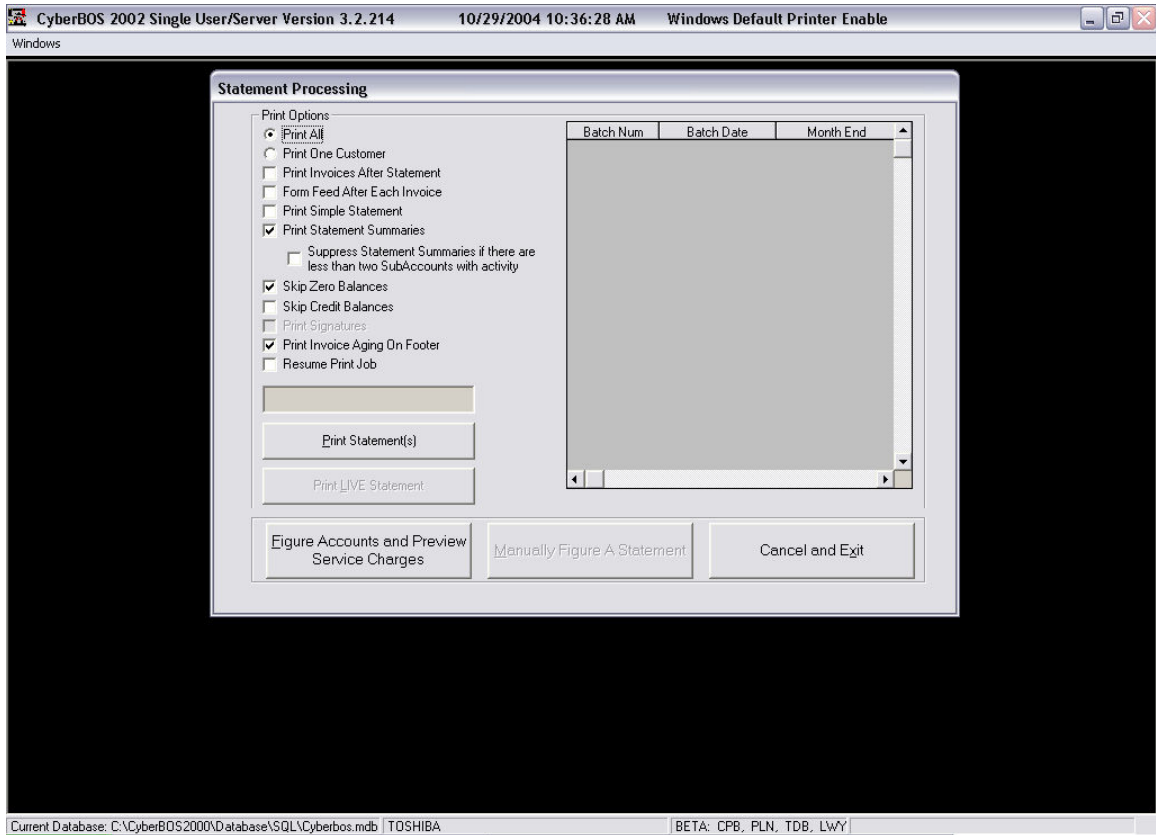


Go to Reports and print all the hold tickets from the EOD Menu and make sure there aren't any hold tickets you want included in this billing statement.

Then Select Accounts receivable



Select Run Statements

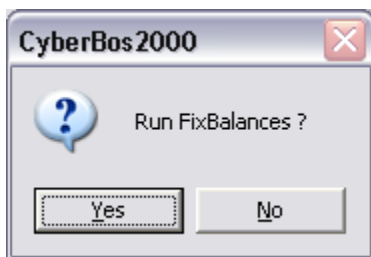


There are many options on the statement menu. Move your mouse over the options and the Tool Tip will display what they mean.

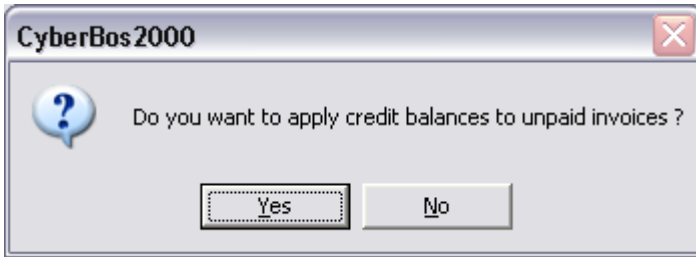
Once all the options you want are selected

Click On Figure Statements And Preview Service charges

Note: Make sure all the Nodes are out of the software.



Always answer Yes to this



If you answer Yes, it will automatically apply Invoices that are a credit to open invoices.

CyberBOS 2002 Single User/Server Version 3.2.214 10/29/2004 10:40:57 AM Windows Default Printer Enable

Windows

✓ Confirm Charges and Run Statements

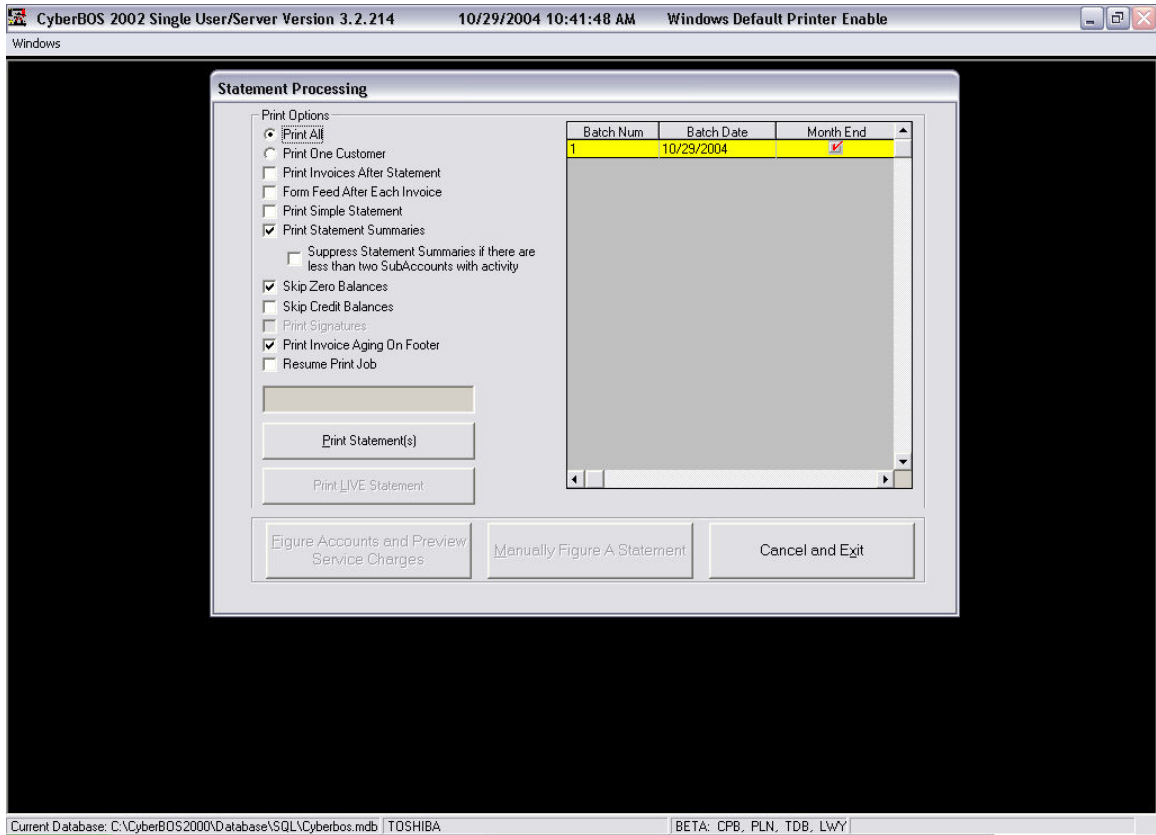
Service Charges will be applied as below. You Can Edit a Charge by double clicking it.

	Customer	Account	SubAcct	Unpaid Invoices	Unpaid Charges	Service Charges	New Transactions	Total
1	James Scott	1004	N/A	0.00	0.00	0.00	0.00	0.0000
2	Fulla Bull Ltd.	1007	N/A	66.77	0.00	1.00	0.00	67.7700
3	Hill Country Ranching	1009	N/A	465.15	0.00	6.98	0.00	472.1300
4	Gerald and Sandra Hodg	1010	N/A	5692.25	0.00	85.38	6.28	5783.9100
5	Bobby Fortner	1011	N/A	2504.05	0.00	37.56	0.00	2541.6100
6	John Rolf	1015	N/A	124.22	0.00	1.86	0.00	126.0800
7	Pena's Electric & Supply	1016	N/A	24.69	0.00	0.37	0.00	25.0600
8	Glendora McLean	1018	N/A	0.00	0.00	0.00	0.00	0.0000
9	Jeff Shuckman	1022	N/A	249.32	0.00	3.74	0.00	253.0600
10	Ian Oimsby	1023	N/A	177.41	0.00	2.66	0.00	180.0700
11	Frio Springs	1024	N/A	6248.41	0.00	93.73	152.23	6494.3700
12	Lori Hinson	1025	N/A	4.53	0.00	0.07	0.00	4.6000
13	Bill Allen	110	N/A	270.35	0.00	4.06	0.00	274.4100
14	Alto Frio Baptist Encamp.	111	N/A	428.51	0.00	6.43	32.28	467.2200
15	->>New Dorn	111	5	75.74	0.00	1.14	0.00	76.8800
16	American Legion Hall	112	N/A	18.52	0.00	0.28	0.00	18.8000
17	Apache Bluff	113	N/A	0.00	0.00	0.00	0.00	0.0000
18	Kenneth Arthur	115	N/A	10919.62	0.00	163.79	0.00	11083.4100
19	Auld Cedar Yard	119	N/A	250.86	0.00	3.76	34.44	289.0600
20	Lanell Auld	120	N/A	0.00	0.00	0.00	0.00	0.0000
21	Bandera Electric Coop	126	N/A	21.00	0.00	0.32	0.00	21.3200
22	Jerry Bates	129	N/A	68.76	0.00	1.03	0.00	69.7900
23	Mrs. Dick Biering	140	N/A	0.00	0.00	0.00	0.00	0.0000
24	*** Empty ***	144	N/A	0.00	0.00	0.00	0.00	0.0000

Accept and Create Statements Print a Projected Balance Report showing all Customers Cancel and Exit

Current Database: C:\CyberBOS2000\database\SQL\Cyberbos.mdb TOSHIBA BETA: CPB, PLN, TDB, LWY

This screen will allow you to adjust the service charges. Once you have done so click on Accept and Create Statements



At this point you will notice you have a new Batch with today's date. You can print these statements at anytime, Go ahead and let everyone back in the system. Then click Print Statements.

Note Simple Statements **Do Not** print in detail.