BAR3000 - Customer Statement

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Reports > Accounts Receivable Reports > Customer Statement

This report displays a list of customers and their contact information. The default sort is by alpha, but the sort function can be used to re-sort the data.

Parameter	Description
Sort by Alpha (A), Customer Number (N)	A - Sort the report alphabetically. N - Sort the report by customer number. This is a required field.
Select Status Active (A), Inactive (I), or blank for ALL	A - Print active customers only. I - Print inactive customers only. Blank - Print both active and inactive customers.
PO required Y or N, blank for ALL	Y - Include customers that require a purchase order before an invoice is created. N - Include customers that do not require a purchase order before an invoice is created. Blank - Print all customers.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⋮ to search for customers. Otherwise, leave blank to use all customer numbers.

Generate the report.