

## Open Balance Statements

Create Statements for all currently unpaid invoices.

You have the option to include invoices older than a specific number of days.

For example, if you only want to include those customers who have invoices that have a balance that is more than 30 days old, you would put a "30" in this area. If you wanted to see all invoices including those less than 30 days you would put "0"

If the customer has more than one invoice that has an AR balance, the details on the invoice will display the outstanding invoices separately and include the invoice number. The bottom of the balance statement will reflect the total of all invoices as the "Balance Due:

A statement will be generated for each customer on an invoice template.