



Continia

Document Output

Continia Document Output 365

Automatic Statements

November 2020 - CDO 3.2.0.0

Automatic statements

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1. Introduction

This is a guide of how-to setup Automatic statements in Document Output.

Setup Job Queue Entry to create Automatic Statements

You can setup Job Queue to create Automatic Statements. The Job Queue Entry should run Codeunit: 6175297 "Send Customer Statement Mgt."

It is setup as default to run if any customers are setup. Make sure that the job is Ready in the Job Queue Entries.

Job Queue Entries

Search + New Edit List Delete Edit View Show Error Set Status to Ready Set On Hold Restart Log Entries Open in Excel More options

Status	User ID	Object Type to Run	Object ID to Run	Object Caption to Run	Description	Job Queue Category Code	User Session Started	Earliest Start Date/Time	Sch...	Rec... Job
Ready	TD	Report	1511	Delegate Approval Requests	Auto-created for sending of de...			11/11/2020 6:50 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ready	TD	Codeunit	6700	O365 Sync. Management	Auto-created for retrieval of ne...			11/11/2020 6:50 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ready	TD	Codeunit	6175297	CDO Send Cust. Statement Mgt.	CDO Send Cust. Statement Mgt.			11/10/2020 11:00 P...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ready	TD	Codeunit	6175283	CDO NAV App.ServerE-MailJob...	CDO NAV App.ServerE-MailJob...			11/10/2020 9:25 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On Hold	TD	Codeunit	2161	Calendar Event Execution	Auto-created for communicati...		11/9/2020 6:50 AM	11/7/2020 12:00 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Automatic Customer Statements Setup

These codes are used to create automatic statements.

Period Statements:

“Period statement” is a statement send with a fixed period to customers if the condition in the “**Send statement if**” field is meet.

Balance Due Statements

“Balance Due Statements” are send if a customer has an overdue (negative date formula) Balance Due for the period in “**Send statement if Balance Due Date Formula**”.

Code T	Send statement if	Period Date Formula	Send statement if Balance Due Date Formula	Do not send if negative balance	Change to manual on Finance Charge Memo	Change to manual on Reminder	E-Mail Template Code	Output
BAL-14D	Balance	14D	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
BAL-1M	Balance	1M	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
BALDUE-14D	Balance Due	14D	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
BALDUE-1M	Balance Due	1M	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
ENTBAL-14D	Entries in period or Balance	14D	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
ENTBAL-1M	Entries in period or Balance	1M	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
ENTDUE-14D	Entries in period or Balance D...	14D	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
ENTDUE-1M	Entries in period or Balance D...	1M	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
ENTRY-14D	Entries in period	14D	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal
ENTRY-1M	Entries in period	1M	-5D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STATEMENT	Journal

Fields:

- **Code:** The unique code for this Send Customer Statement line.
- **Send statement if:** Description of the merge field.
- **Period Date Formula:** How often the customer should receive a period statement.
- **Send statement if Balance Due Date Formula:** When the customer should receive a “Balance Due Statement”. This field should normally be negative to give the customer some days before sending the “Balance Due Statement”. If Positive the customer will receive the “Balance Due Statement” before the amount is due. If blank no “Balance Due Statement” is sent.
- **Do not send if negative balance:** If checked, Customers will not receive statements if their Balance is negative.
- **Change to manual on Finance Charge Memo:** Change “Automatic Statement” on the Customer to Manual if the customer receives a Finance Charge Memo.
- **Change to manual on Reminder:** Change “Automatic Statement” on the Customer to Manual if the customer receives a Reminder.
- **E-Mail Template Code:** Enter the Template code used for sending statements.

Output:

- Choose **Journal** if you want to see the statement in the Statement Journal (Automatic Generated Statements) before mailing.
- Choose **E-Mail** if you want Doc. Output to send directly, through the Job Queue Entries.

Customer Statement Setup (Automatic Generated Statements)

Automatic Customer Statements

CUSTOMER CARD | WORK DATE: 28-01-2021



✓ SAVED

10000 · The Cannon Group PLC

New Document Request Approval Navigate Customer More options

General

Show more

No.	10000	Balance Due (LCY) ...	-292.84	Total Sales	17,100.96
Name	The Cannon Group PLC	Credit Limit (LCY) ...	0.00	Costs (LCY)	11,762.70
Balance (LCY)	168,364.41	Blocked			

Address & Contact

Show more

ADDRESS	CONTACT
Address	Contact Name
192 Market Square	Mr. Andy Teal

Details Attachments (0)

Doc. Output

MAIL	
E-Mail Recipients	2 ...
Log	2 ...
On E-Mail (SMTP)	E-Mail ...
Template Setup	0 ...

STATEMENT	
Automatic statement	Automatic ...
Send Statement Code	ENTBAL-1M ...

From the Customer Card you can open "Doc. Output Customer Setup".

Manage

EDIT - DOCUMENT OUTPUT CUSTOMER SETUP LIST - 10000 · THE CANNON GROUP PLC



General

Automatic statement	Automatic	Template Setup	0
Send Statement Code	ENTBAL-1M	On E-Mail (SMTP)	E-Mail
First statement start date ..	01-01-2021		

Period Statement

Last period statement (S...	<input type="text"/>	Last period statement (E...	<input type="text"/>
-----------------------------	----------------------	-----------------------------	----------------------

Balance Due Statement

Last balance due statem....	<input type="text"/>	Last balance due statem....	<input type="text"/>
-----------------------------	----------------------	-----------------------------	----------------------

Fields:

- **Automatic Statement:** Choose between Manual or Automatic.
- **Send Statement Code:** Choose how often you customer should receive a statement.
- **First statement start date:** Enter a start date for the first statement to this customer.

Document Output Customer Setup List

Click Document Output, Setup, Customer Setup List.

CRONUS International Ltd. | Sales ▾ Purchasing ▾ Inventory ▾ Posted Documents ▾ Document Output ▾

Customer ▾ Vendor ▾ Setup ▾

HEADLINE

Good after

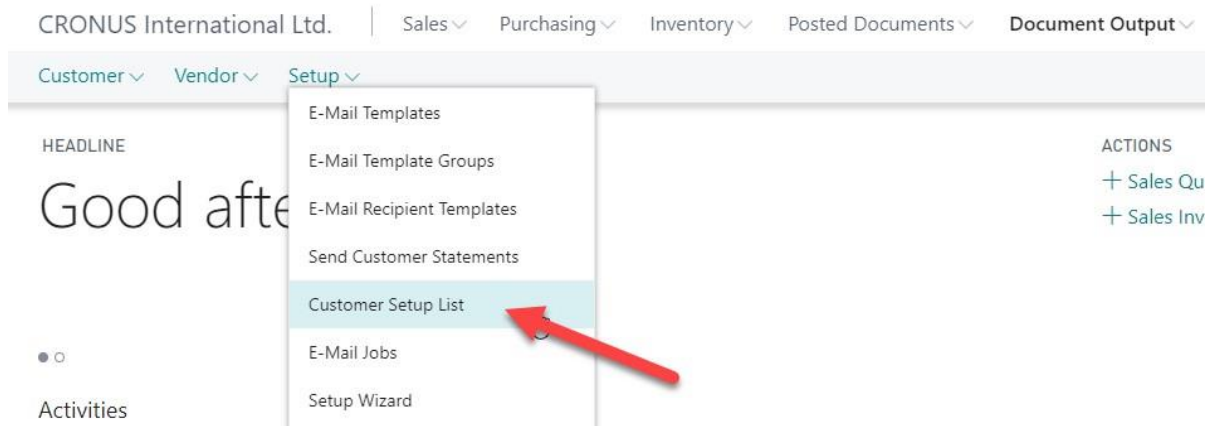
● ○

Activities

- E-Mail Templates
- E-Mail Template Groups
- E-Mail Recipient Templates
- Send Customer Statements
- Customer Setup List**
- E-Mail Jobs
- Setup Wizard

ACTIONS

- + Sales Qu
- + Sales Inv



Here you have a List view of the Customer Setup for Document Output.

CRONUS International Ltd. | Sales ▾ Purchasing ▾ Inventory ▾ Posted Documents ▾ Document Output ▾ Setup & Extensions ▾ | ≡


Customer ▾ Vendor ▾ Setup ▾

Customer Setup List: All ▾ | Search | + New | Manage ▾ | Update Customers... | Open in Excel | More options

Customer No. ↑	Customer Name	Automatic statement	Send Statement Code	First statement start date	Template Setup	On E-Mail (SMTP)
10000	The Cannon Group PLC	Automatic	ENTBAL-1M	01-01-2021	1	E-Mail

Buttons:

- **Update Customers:** Opens batch job to set Automatic Statement, Send Statement Code and First Statement start date on customers.

CDO UPDATE CUSTOMER SETUP 

Options

Automatic statement Manual ▾

Send Statement Code

First statement start date

Change Existing setup

Filter: Customer

× Customer Posting Group ...

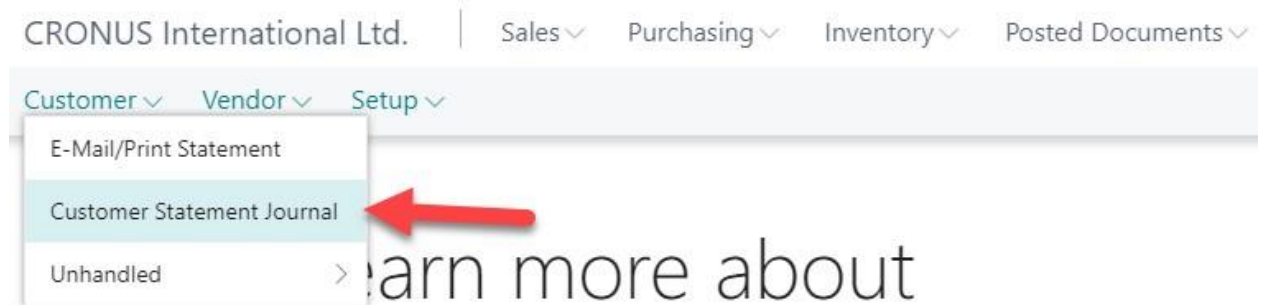
+ Filter...

Filter totals by:

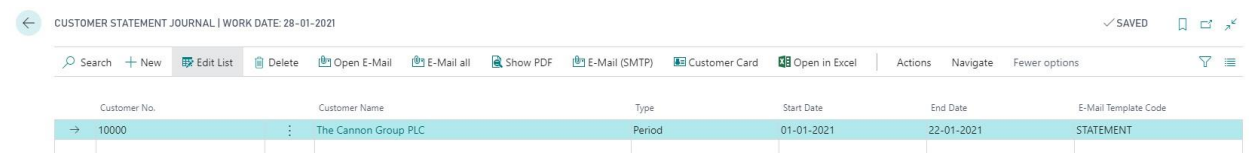
+ Filter...

Customer Statement Journal (Automatic Generated Statements)

Click Document Output, Customer,



The Customer Statement Journal is normally generated on a daily basis and will hold all the statements to send out today. Who to receive the statements is setup on the Customer, see **Error! Reference source not found.**

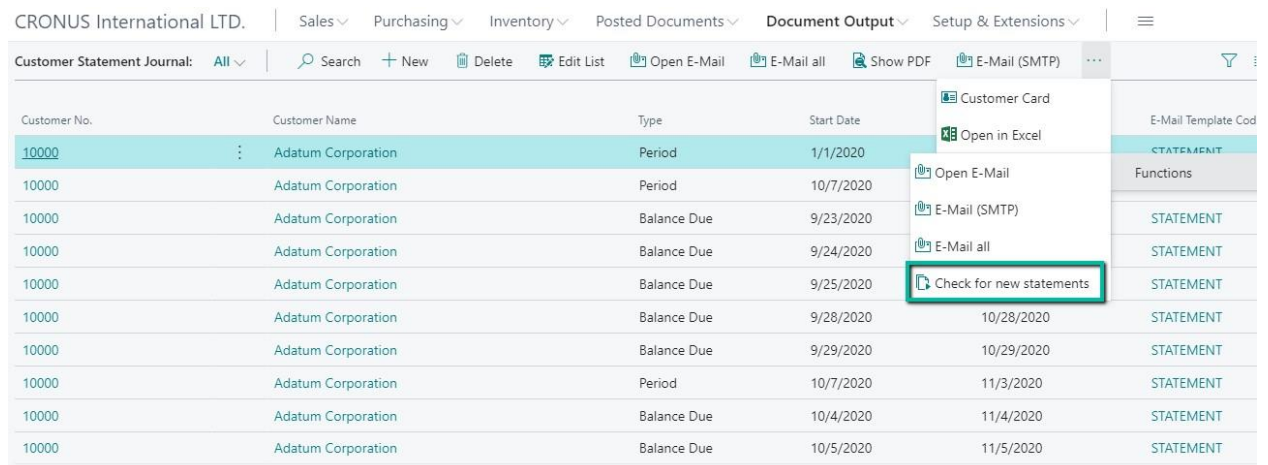


Customer No.	Customer Name	Type	Start Date	End Date	E-Mail Template Code
→ 10000	The Cannon Group PLC	Period	01-01-2021	22-01-2021	STATEMENT

Buttons:

- **Open E-Mail:** Opens the e-mail with current statement PDF attached.
- **E-Mail all:** Sends all the statements in the Journal.
- **Show PDF:** Opens the pre-generated Statement PDF.
- **E-Mail (SMTP):** Sends the current statement using SMTP. Mostly used for testing SMTP connectivity.

If you wish to check for new statements manually, under Actions choose “check for new statements”



Customer No.	Customer Name	Type	Start Date	End Date	E-Mail Template Code
10000	Adatum Corporation	Period	1/1/2020		STATEMENT
10000	Adatum Corporation	Period	10/7/2020		STATEMENT
10000	Adatum Corporation	Balance Due	9/23/2020		STATEMENT
10000	Adatum Corporation	Balance Due	9/24/2020		STATEMENT
10000	Adatum Corporation	Balance Due	9/25/2020		STATEMENT
10000	Adatum Corporation	Balance Due	9/28/2020	10/28/2020	STATEMENT
10000	Adatum Corporation	Balance Due	9/29/2020	10/29/2020	STATEMENT
10000	Adatum Corporation	Period	10/7/2020	11/3/2020	STATEMENT
10000	Adatum Corporation	Balance Due	10/4/2020	11/4/2020	STATEMENT
10000	Adatum Corporation	Balance Due	10/5/2020	11/5/2020	STATEMENT