

How to Manually Generate Statements in AlarmBiller

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Follow these steps to manually generate statements in AlarmBiller

1. Click on the Reports tab up top and then click on the Customer Statements button under Accounts Receivable.

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2. Click on the Generate Preview Button.

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3. A list will populate with all the customers who are eligible for a statement. You may individually check the check boxes to the left of the customer you wish to send a statement to or you can simply push the Select All checkbox and then push the Print & Deliver button

4. You will be asked "Are you sure you want to deliver these statements?" Click the OK button.

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5. Once AlarmBiller has finished Processing the Statements it will automatically email/mail your statements to the customers who have a delivery method of email/mail. You will then click on the download for your Print delivery method statements and send these to your customers

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