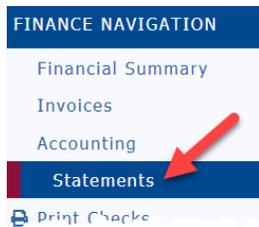


## Statements

The purpose of this document is to explain the use of a statement. Invoices, by definition, do not show a prior balance. Statements, however, do. Good practice is to send your invoices at the beginning of your billing cycle, and follow up with at least two statements before the next invoice goes out. Statements are a nice, gentle reminder to those members who have not paid yet. Also, they are faster than invoices to get out the door (should be one minute or less). It is very quick to filter out all member's who have already paid and send statements to those who haven't yet.

1. **Statements hyperlink:** Found in the Finance Navigation menu on the left.



2. **Select Parameters:** Recommendations are pointed out below. Click the Refresh button in the upper right corner after changing selections.

**Statement Parameters:**

All Transactions  
 Balance Forward as of last Zero Balance  
 Show:  Transactions: From:  To:

Summary level  
 Statement Detail:  Detailed invoice line items

Balance of:  Any Amount  Any Non Zero Amount  Credit Balance  Zero Balance  Debit Balance

For Member:  All Member  Active Members  Terminated Members

Statement Due Date:  Due On Receipt  
 Date:

3. **Select Members:** After clicking the Refresh button, all members will be selected. This should be your refined list of members that need an invoice, however it is possible to uncheck a select few members, or if you just posted an invoice group, it is possible to uncheck all members by unchecking the box in the blue title bar next to "Member Name" and checking only the few that need a statement.

<input checked="" type="checkbox"/>	Member Name	Balance Due
<input checked="" type="checkbox"/>	Aniston, Jennifer	2,399.00
<input checked="" type="checkbox"/>	Brosnan, Pierce	11,668.00
<input checked="" type="checkbox"/>	Craig, Daniel	4,936.00
<input checked="" type="checkbox"/>	Cruise, Tom	7,358.00
<input checked="" type="checkbox"/>	Damon, Matt	7,178.00
<input checked="" type="checkbox"/>	Diaz, Cameron	9,058.00
<input checked="" type="checkbox"/>	Fawcett, Farrah	550.00
<input checked="" type="checkbox"/>	Hanks, Tom	5,304.00
<input checked="" type="checkbox"/>	Jetson, Kay	160.00
<input checked="" type="checkbox"/>	Johnson, Dwayne	10,708.00
<input checked="" type="checkbox"/>	Jolie, Angelina	8,318.00
<input checked="" type="checkbox"/>	Lauper, Cynthia	2,938.00
<input checked="" type="checkbox"/>	Lopez, Jennifer	7,918.00
<input checked="" type="checkbox"/>	Newman, Paul	7,668.00
<input checked="" type="checkbox"/>	Nimoy, Leonard	6,738.00
<input checked="" type="checkbox"/>	Pitt, Brad	7,458.00
<input checked="" type="checkbox"/>	Ramon, John	330.00
<input checked="" type="checkbox"/>	Chatner, William	3,558.00

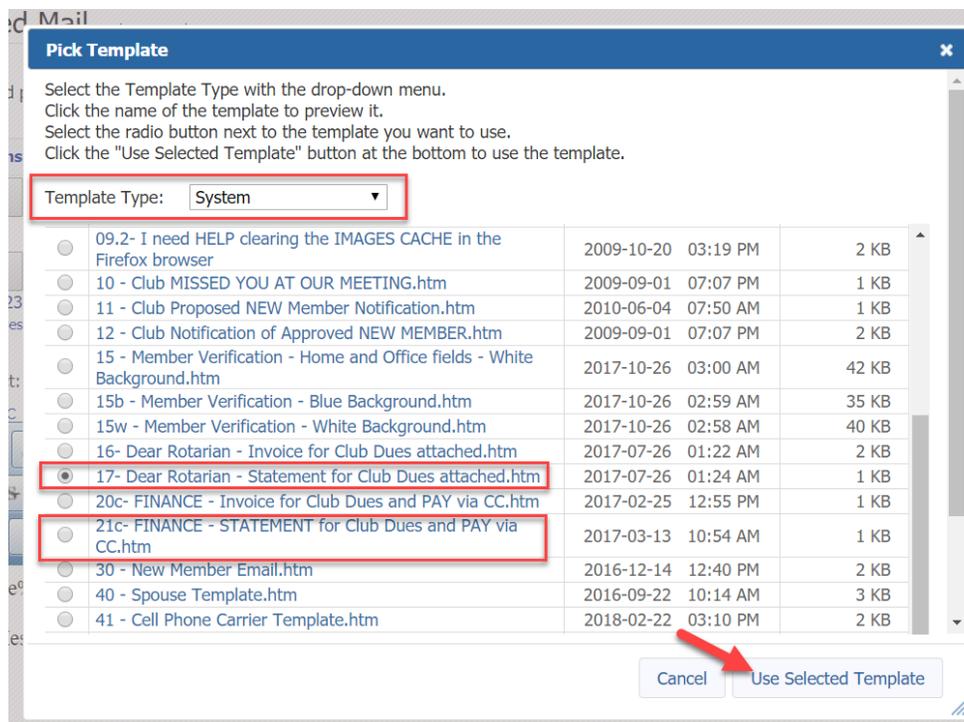
- Pmail Statements:** Prior to sending statements, you can preview statements for the selected members by clicking on the “view” computer icon (this is not a necessary step) in the upper right corner. When you are ready, click the Pmail Statements button below the view icon.



In Pmail, you will see only those members who were selected are listed in the ‘TO’ box.



- Select Template:** In the upper right corner is a Select Template button. Template Type should be “System.” Click the radio button (little circle to the left of the number) for pmail template #17 if your club is not using credit cards, or #21c if your club is using credit cards, then click the “Use Selected Template” button in the lower right corner.



## 6. Send: Fill in the Subject line and click Send.

Personalized Mail v4 (DuesStmt)

PMail lets you send personalized messages to members. [Schedule Delivery](#) [Select Group](#) [Select Template](#) [Merge](#) [Send](#)

**Send Options** Type=DuesStmt

**FROM** Heather Brandt EMail "Friendly" Display Name

**TO** Aniston, Jennifer; Brosnan, Pierce; Craig, Daniel; Cruise, Tom; Damon, Matt; Diaz, Cameron; Fawcett, Farrah; Hanks, Tom; Jetson, Kay; Johnson, Dwayne; Jolie, Angelina; Lauper, Cynthia; Lopez, Jennifer; Newman, Paul; Nimoy, Leonard; Pitt, Brad; Ramon, John; Shatner, William; Sheen, Charlie; Smith, Will; Spears, Britney; Stewart, Patrick; Witherspoon, Reese;

Sending to: 23  
View Member Types

**Subject:** Friendly Reminder!

Add CC Add BCC Show/Change Reply To Show/Change From Address Attach File

**B I U X** **Format** **Font** **Size**

Dear Rotarian {%FName%},

Attached to this message is the **summary Statement** of your club dues, which is a PDF file. The Statement is a summary of all your outstanding invoices. This file can be viewed, saved, and printed on your computer, as necessary. Just click on the the "link" to open the file and view your invoice.

Of course, if you have any questions, please contact me in the usual ways.

Yours in Rotary Service,

**Recommendation:** If by the next billing cycle you still have members with outstanding balances, generate the invoices and post them as normal. When you go to Pmail, click on the member's names in the "To" section. Highlight the members who are past due (hold down "Ctrl" on your keyboard if multiple) and click the Remove Selected button, then the Update Names button. Send the Pmail to remaining members.

Personalized Mail

Add Emails

Search:  Orgyear: 2018-19 Global?

- CLUBS
- AREAS
- COMMITTEES 2018-19
- EVENTS
- MEMBERS
- CLUB POSITIONS 2018-19
- PARTICIPATION DATA
- DISTRICT COMMITTEE LEADERS (only 'leaders' of committees listed)
- COLLEGE OF GOVERNORS
- GENDER

Aniston, Jennifer  
Brosnan, Pierce  
Craig, Daniel  
Cruise, Tom  
Damon, Matt  
Diaz, Cameron  
Fawcett, Farrah  
Hanks, Tom  
Jetson, Kay  
Johnson, Dwayne  
Jolie, Angelina  
Lauper, Cynthia  
Lopez, Jennifer  
Newman, Paul  
Nimoy, Leonard  
Pitt, Brad  
Ramon, John  
Shatner, William  
Sheen, Charlie  
Smith, Will  
Spears, Britney  
Stewart, Patrick  
Witherspoon, Reese

[Remove Selected](#) [Save as Group](#) [Clear All](#)

[Cancel](#) [Update Names](#)

Next, go back to the Finance tab and open the Statements hyperlink. Uncheck all members by unchecking the box in the blue title bar (box is to the left of the words "Member Name"), then go through your list and check only the names of members with an outstanding balance. Once you have them all checked, click on the Pmail Statements button in the upper right and send the Statements to those members.

There has been a lot of feedback from clubs that if you send an invoice and statement at the same time, the member's get confused and they don't know what to pay. This process has proven effective by many clubs.