

# Bulk Statements Functionality

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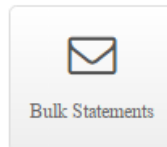
*Transactions that are visible on the statements send out will have their statuses changed from "Pending" to "Completed"*

*When a transaction is completed, it is posted to your General Ledger. This action is permanent and cannot be undone*

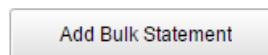
## 1. Add Bulk Statement

The *Bulk statement Run* is design to save you hour's even days in admin time. The system will **calculate, prepare and pdf** the statement for you. As well as **attach the pdf to an email**, then address the correct person with a customised message and send it out...**all in a matters of seconds!!!**

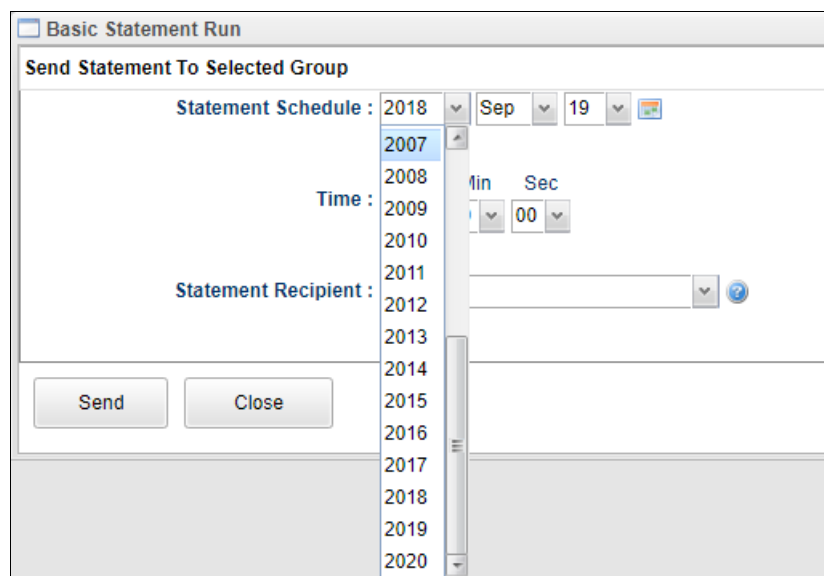
- Go to your “Bulk Statement” button under your menu section



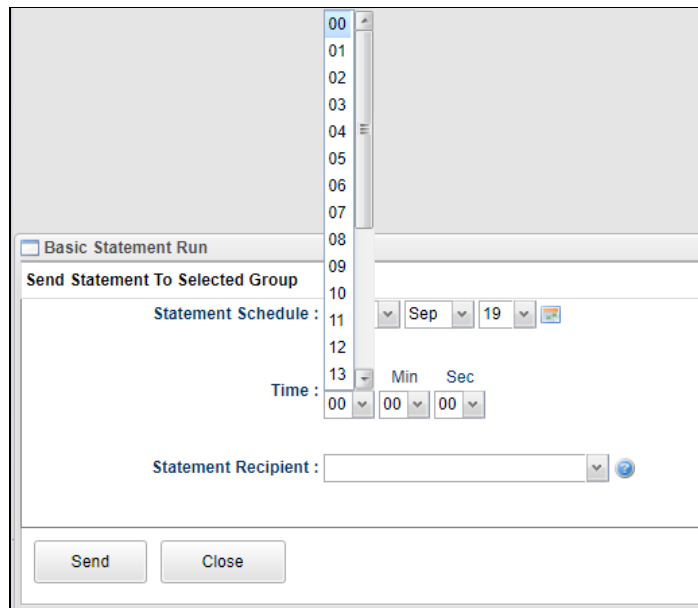
- Click on “Add Bulk Statement”



- Block pops up in the middle of the screen
- You can select a current or future date when you would like the statements to be released

A dialog box titled "Basic Statement Run" with a subtitle "Send Statement To Selected Group". It contains several fields: "Statement Schedule" with a year dropdown (2018 selected), a month dropdown (Sep selected), and a day dropdown (19 selected); "Time" with a year dropdown (2007 selected), a minute dropdown (00 selected), and a second dropdown (00 selected); and "Statement Recipient" with a dropdown menu. At the bottom, there are "Send" and "Close" buttons. A vertical scrollbar is visible on the right side of the dropdown menus.

- You can also select a time in advance you want the statements to be released.



Basic Statement Run

Send Statement To Selected Group

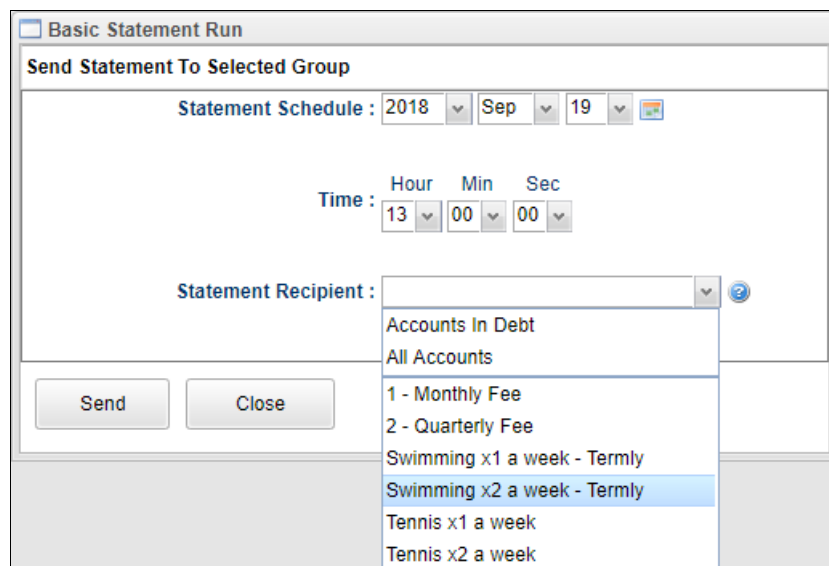
Statement Schedule : Sep 19

Time : 00 Min 00 Sec

Statement Recipient :

Send Close

- Open the drop down option to make a selection of how you want your statements to go out in bulk. You can choose to send to....
  - Accounts in Debt – System will only send to accounts that owe you money
  - All Accounts – System will send statements to All your accounts
  - Service – System will send statements affiliated with that service



Basic Statement Run

Send Statement To Selected Group

Statement Schedule : 2018 Sep 19

Time : 13 Hour 00 Min 00 Sec

Statement Recipient :

- Accounts In Debt
- All Accounts
- 1 - Monthly Fee
- 2 - Quarterly Fee
- Swimming x1 a week - Termly
- Swimming x2 a week - Termly
- Tennis x1 a week
- Tennis x2 a week

Send Close

- Then click on send and the system will populate a line on the top half of the screen of the statement run with details.
- The bottom half represents the people who will be receiving statements sent via sms or email.

Statement / Invoice Sending

View and Manage Statement /Invoice Sending (Single, Basic Bulk & Advanced Bulk)

	Run Date	Accounts ...	Run Type	Status	Service	Date and Time Statement will be sent out
1	2018-09-10	41	Bulk Basic	Processed	All Accounts	09-10-2018 14:00
2	2018-09-10	1	Single	Processed		09-10-2018 13:33
3	2018-08-30	41	Bulk Basic	Processed	All Accounts	08-31-2018 03:00
4	2018-08-23	41	Bulk Basic	Processed	All Accounts	08-23-2018 15:00
5	2018-08-17	1	Single	Processed		08-17-2018 05:51
6	2018-08-17	1	Single	Processed		08-17-2018 05:52

Close      Add Bulk Statement      Delete Statement Run

	Email in...	Accou...	Name	Surname	Email	Cell Number	Send St...	Status	Messag...	Invoice N...
1	590206	91142	Zemba	Alley	gmakungo@gmail.com	0000000000	Send By	Processed	Statement	
2	590205	90583	Juju	mumbo	Juju@iits.co.za	1111111111	Send By	Processed	Statement	
3	590204	90570	oooooo	oooooo	oooooo@iits.co.za	0000000000	Send By	Processed	Statement	
4	590203	88820	Marco	Polo	marco@iits.co.za	0000000000	Send By	Processed	Statement	
5	590202	88609	Zm	Passport	passport@jalia.co.za	1111111111	Hand	Processed	Statement	
6	590201	88222	John	Test	jtest@jalia.co.za	9999999999	Send By	Processed	Statement	
7	590200	82422	tim	timber	tim@iits.co.za	0222222222	Send By	Processed	Statement	

Delete Send Entry

- The system will now send out the statements on the day and time you have requested.

## 2. Delete Bulk Statement

If you want to remove the statement run for any reason, it may be removed based on the condition the statements have not already been sent out

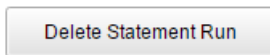
- The top half of the screen is populated with a line for every Statement Run
- Simply highlight that Statement run

View and Manage Statement /Invoice Sending (Single, Basic Bulk & Advanced Bulk)

	Run Date	Accounts ...	Run Type	Status	Service	Date and Time Statement will be sent out
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2	2018-09-10	1	Single	Processed		09-10-2018 13:33
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Close      Add Bulk Statement      Delete Statement Run

- Then click on “Delete Statement Run” button



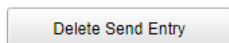
- The system will remove that Statement run off the list and NO statement will go out for that Statement Run you removed.

### 3. Delete Send Individual Statement Entry

Let’s say you are happy with the Statement run to go out, but there is only one parent’s account you want to exclude from it. You can simply remove it individually off the list

- Still in your Bulk Statement section
- Highlight the Statement run on the top
- The individual accounts to whom statements will go out are populated in a list below
- Highlight the account below you want to remove

	Email in...	Accou...	Name	Surname	Email	Cell Number	Send St...	Status	Messag...	Invoice N...
1	590206	91142	Zemba	Alley	gmakungo@gmail.com	0000000000	Send By	Processed	Statement	
2	590205	90583	Juju	mumbo	Juju@iits.co.za	1111111111	Send By	Processed	Statement	
3	590204	90570	oooooo	oooooo	oooooo@iits.co.za	0000000000	Send By	Processed	Statement	
4	590203	88820	Marco	Polo	marco@iits.co.za	0000000000	Send By	Processed	Statement	
5	590202	88609	Zm	Passport	passport@jalia.co.za	1111111111	Hand	Processed	Statement	
6	590201	88222	John	Test	jtest@jalia.co.za	9999999999	Send By	Processed	Statement	
7	590200	82422	tim	timber	tim@iits.co.za	0222222222	Send By	Processed	Statement	



- Click on “Delete Send Entry” button below
- The system will now remove that parents account from the Statement run and the rest of the statements will go out as per your day and time set