



# Paladin's Enhanced Statement Features Guaranteed to Simplify Your Life

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# ***WHAT YOU'LL LEARN***

## New Statement Feature

- How it is different
- What are the benefits
- How to set it up
- How it works
- When will it be activated
- How much does it cost
- Where to find more information

## How is it different



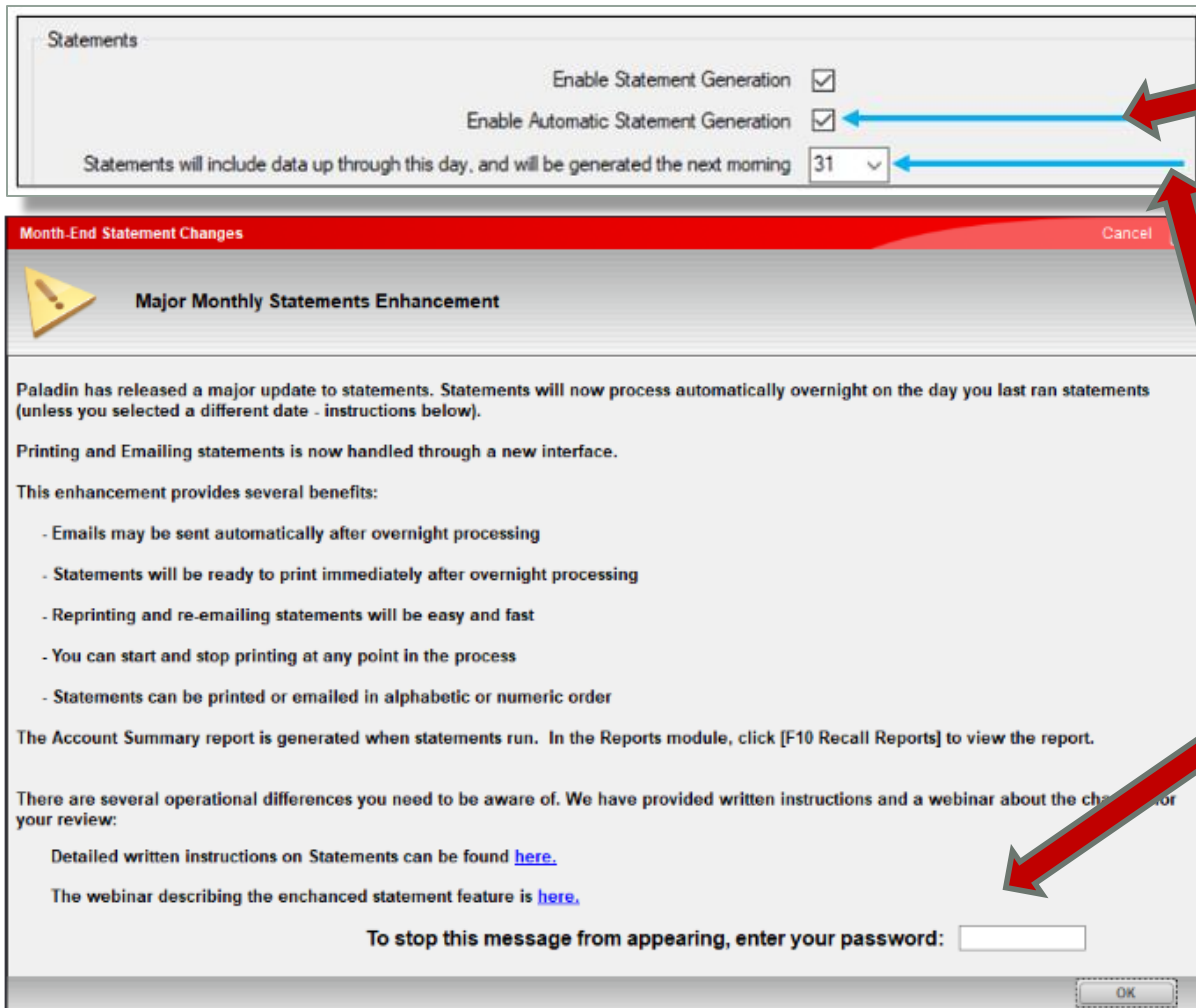
- The system will automatically produce the statements overnight on a run date specified by the store owner/manager.
- The statement generation process is now completely separated from the printing process.
- The printing and emailing of statements can occur anytime you choose.

## What are the benefits



- The printing and emailing of statements will be faster since the statement processing occurs automatically overnight.
- The statement run is more predictable since we removed the printing function from the statement generation process.
- This process eliminates potential printer problems.
- This update gives you the ability to print either in **alphabetical order** by customer, or in **account number** order.

## How to set it up



**Statements**

Enable Statement Generation ☒

Enable Automatic Statement Generation ☒

Statements will include data up through this day, and will be generated the next morning 31

**Month-End Statement Changes** Cancel

**Major Monthly Statements Enhancement**

Paladin has released a major update to statements. Statements will now process automatically overnight on the day you last ran statements (unless you selected a different date - instructions below).

Printing and Emailing statements is now handled through a new interface.

This enhancement provides several benefits:

- Emails may be sent automatically after overnight processing
- Statements will be ready to print immediately after overnight processing
- Reprinting and re-emailing statements will be easy and fast
- You can start and stop printing at any point in the process
- Statements can be printed or emailed in alphabetic or numeric order

The Account Summary report is generated when statements run. In the Reports module, click [F10 Recall Reports] to view the report.

There are several operational differences you need to be aware of. We have provided written instructions and a webinar about the changes for your review:

Detailed written instructions on Statements can be found [here](#).

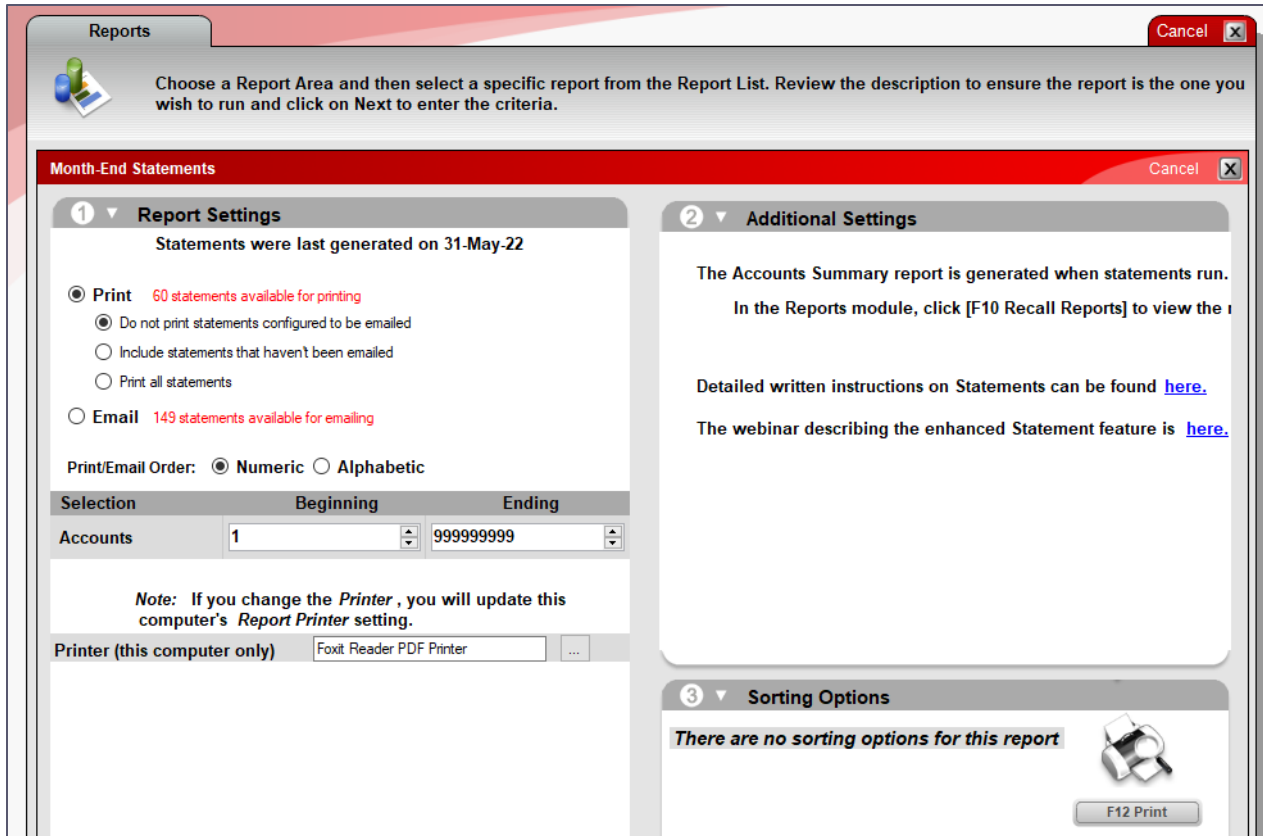
The webinar describing the enhanced statement feature is [here](#).

To stop this message from appearing, enter your password:

OK

- There is no setup required by the store.
- The **Enable Automatic Statement Generation** checkbox in the **File->Setup->Receivables** tab will be activated when the new update is released to stores.
- When clients receive the update, they may choose a statement run date or it will default to the last statement run date.
- When accessing the **Reports Module**, a notification will appear when this new functionality is available. This message will reappear until your password is entered.

## How it works



Reports

Choose a Report Area and then select a specific report from the Report List. Review the description to ensure the report is the one you wish to run and click on Next to enter the criteria.

**Month-End Statements**

**1 Report Settings**  
Statements were last generated on 31-May-22

☒ **Print** 60 statements available for printing

☒ Do not print statements configured to be emailed

☐ Include statements that haven't been emailed

☐ Print all statements

☐ **Email** 149 statements available for emailing

Print/Email Order: ☒ Numeric ☐ Alphabetic

Selection	Beginning	Ending
Accounts	1	99999999

Note: If you change the Printer, you will update this computer's Report Printer setting.

Printer (this computer only) Foxit Reader PDF Printer

**2 Additional Settings**

The Accounts Summary report is generated when statements run.  
In the Reports module, click [F10 Recall Reports] to view the

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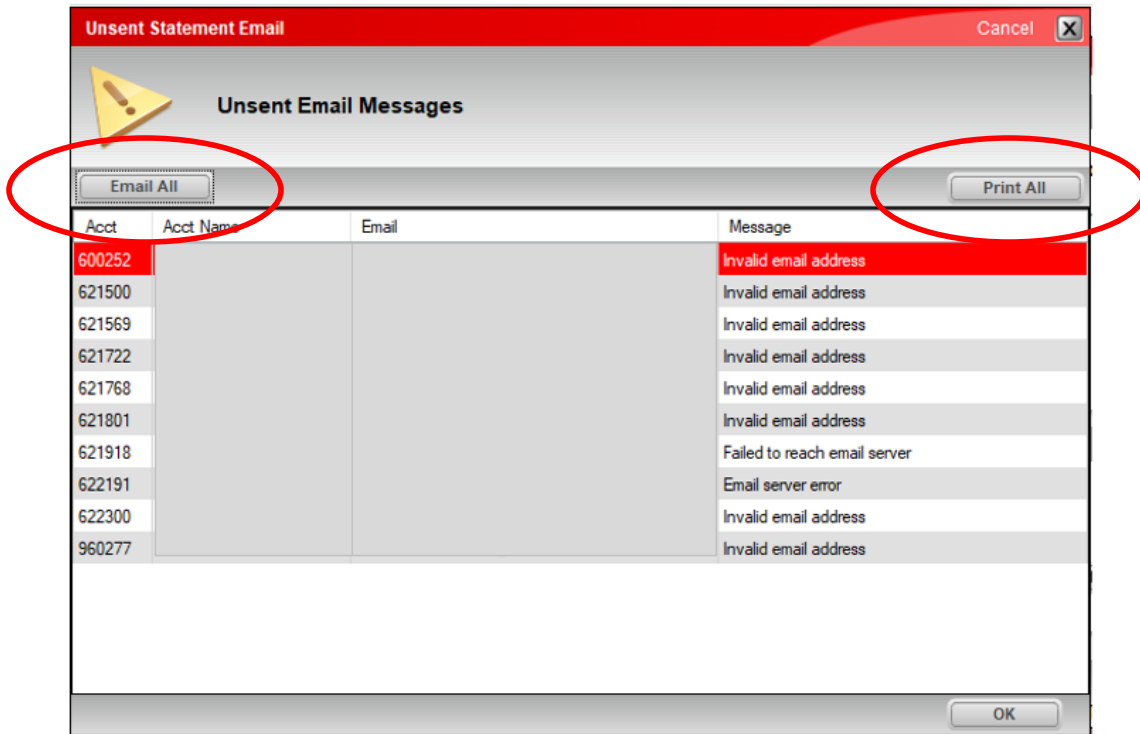
**3 Sorting Options**

There are no sorting options for this report

F12 Print

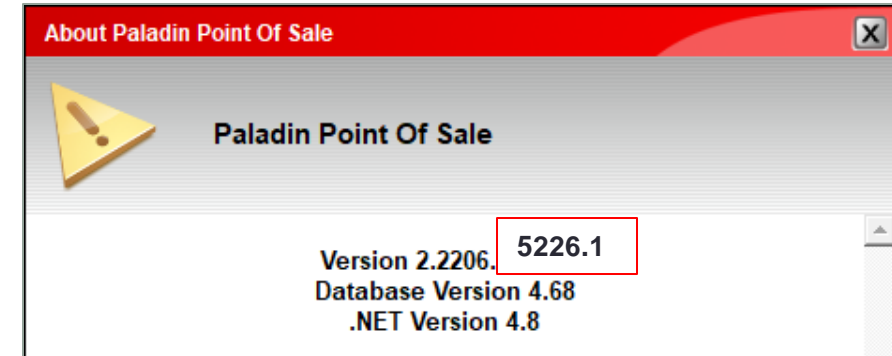
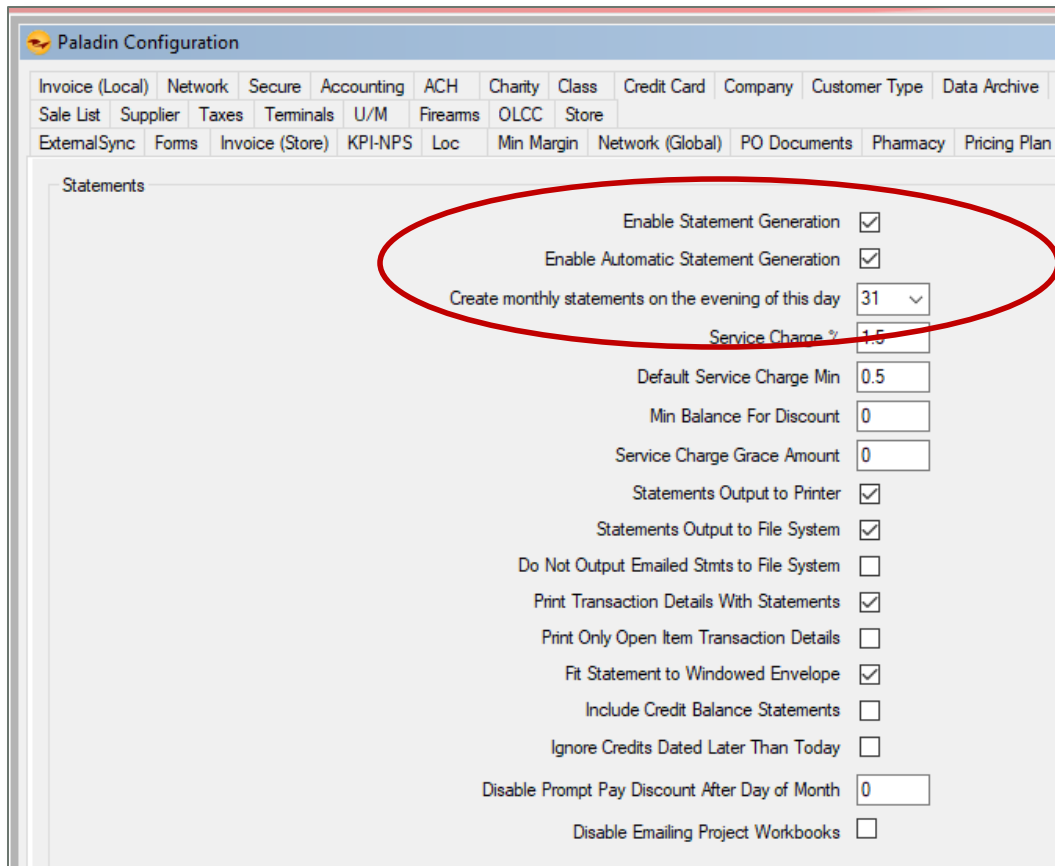
- The beauty of the new statement process is it **runs automatically** at the end of each month or on a specified day of the month.
- When you are ready to print and email statements, simply go to the **Reports Module** and select **Accounts Receivables → Statements → Month End Statements**
- Select **Print or Email**, then pick your print/sort order and press F12 Print/Email.
- If any emails fail, there will be an option to resend only the failed emails.

## How it works



- Email: When this option is enabled, statements will be emailed. Next to this option is text showing the email status.
- Note: If any email failed to send, a message appears in the **Report Settings** pane showing the exceptions. Click **View** to see a list of which email failed.
- The **Unsent Statement Email** window opens. You have the option to repair/update the email and send it again, or you can elect to execute the **Print All** option.

## When will it be activated



- This feature will be automatically activated in your Paladin application when the software update is released to your region.
- It is currently in the Alpha profile (2.2206.5226.1) and soon moving to Beta.
- Multi-store accounts are planned for phase two following the single store roll-out.



# Account Summary Report

CLINTON HARDWARE ACCOUNTING SUMMARY REPORT PAGE 1

SELECTION		BEGINNING	ENDING	OPTIONS		SORTATION		DATE STAMP	
ACCOUNT #	1	999999999				SORT BY	Srt1Lb1	X	UP
HIDE ZERO BALANCE ACCOUNTS	X					SORT BY	Srt2Lb1	X	DOWN
HIDE CREDIT BALANCE ACCOUNTS	X					SORT BY	Srt3Lb1	X	DOWN

CUSTOMER NAME	ACT NO	ACCOUNT BALANCE	SINCE LAST STM	DISCOUNT OFFERED	CURRENT	PAST DUE ONE	PAST DUE TWO	PAST DUE THREE	STATEMENT BALANCE	LAST PAY DATE	LAST PAY AMOUNT
BROGAN CONTRACTING	1	3110.76	3110.76	0.00	0.00	0.00	0.00	0.00	0.00	29-Apr-22	-3488.00
JAMES ALEX	2	1304.54	1304.54	0.00	0.00	0.00	0.00	0.00	0.00	13-Jun-22	-1000.00
BERCH HUNT	3	1046.31	1046.31	0.00	0.00	0.00	0.00	0.00	0.00	18-Oct-21	-122.22
JOAN GARRAND	5	112.84	112.84	0.00	0.00	0.00	0.00	0.00	0.00	30-Jun-21	-3863.17
JEFF GOMEZ	7	57.34	57.34	0.00	0.00	0.00	0.00	0.00	0.00	04-Mar-21	-100.00
JAMES FRECKLES	10	9.82	9.82	0.00	0.00	0.00	0.00	0.00	0.00	28-Oct-03	0.00
SUSAN SMITH	160	553.83	0.00	0.00	0.00	0.00	0.00	0.00	553.83	27-Oct-16	-1118.47
JAMES SMITH											
JEREMIAH COOPER											
FARMER JOHN											
CITY OF EDINBURGH											
HARDEN COUNTY RANCH											

**Reports**

Choose a Report Area and then select a specific report from the Report List. Review the description to ensure the report is the one you wish to run and click on Next to enter the criteria.

**Report Area**

- Accounts Receivable
- Inventory
- Sales Analysis
- Customers

**Report List**

**Report Description**

**F10 Recall Reports**

**F1 INV Summary** **F2 Acct Summary** **F3 None** **F4 None** **F5 None** **F6 None** **F7 None** **F8 None** **F9 None** **F10 Recall Reports**

- The Account Summary Report auto-generates when statements are run. This report will correspond with the current statement after statements are run and is available under the **Recall Reports (F10)** function.
- To access the report after statements have run:
  - In Paladin, on the top ribbon, select the **Reports** module.
  - On the bottom ribbon of the module, select **F10 Recall Reports**.
  - In the **Recall Reports** pane, select your report.
  - Click **F12 Recall**.
  - A PDF file of the report will open.

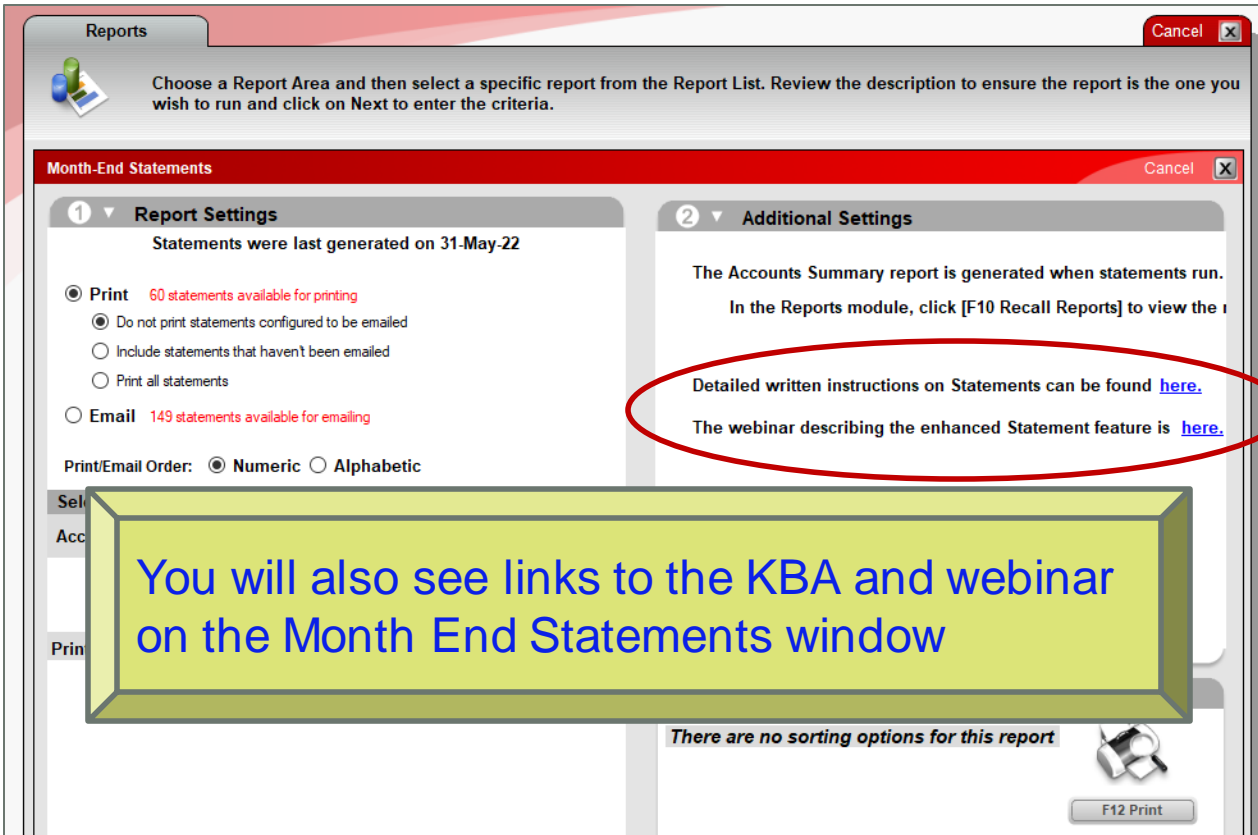
How much does it cost?

- It's included with your Paladin subscription



## Where to find more information

- Detailed written instructions and this webinar are available on the Paladin knowledgebase at: [portal.paladinpos.com](https://portal.paladinpos.com).
  - Knowledgebase article (KBA) instructions
  - Webinar presentation



Reports

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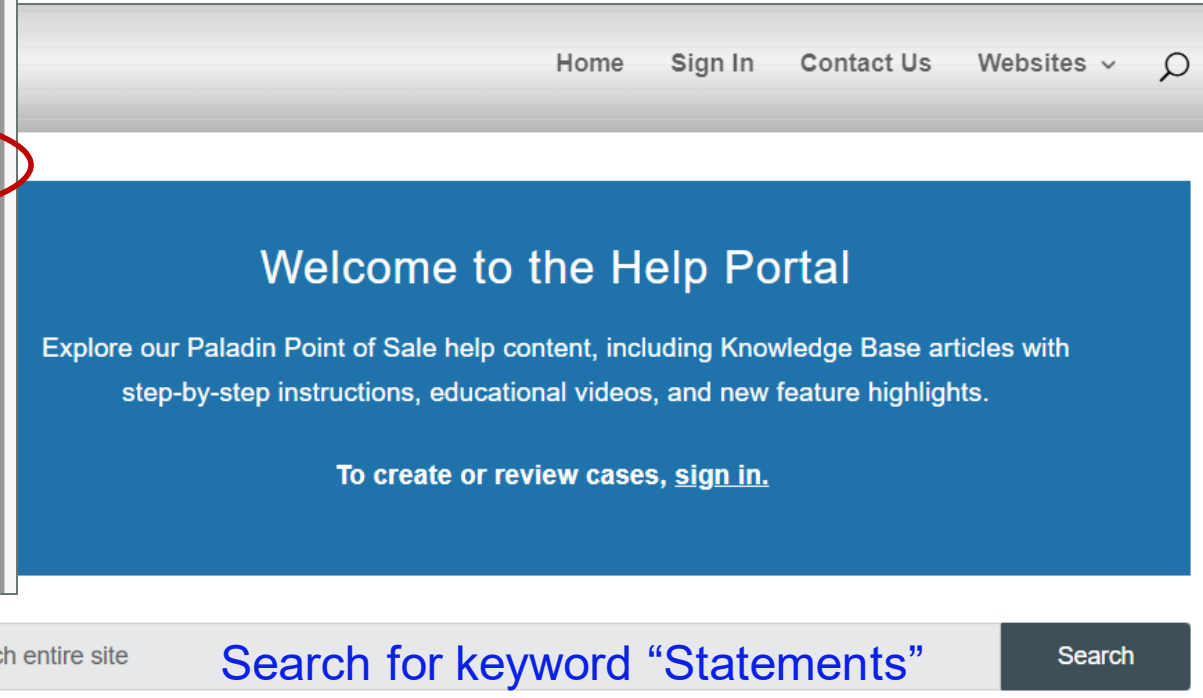
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You will also see links to the KBA and webinar on the Month End Statements window

There are no sorting options for this report

F12 Print



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Next webinar:

**Paladin Best Practices:  
Optimize EDI Reports with Excel Worksheets**

Wednesday, July 6 at 9am PT

Register: [portal.paladinpos.com/webinars](https://portal.paladinpos.com/webinars)



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