

Billing Statement

Module Guide: Customer Statement of Account

Module Location

Sales > Sales Invoice > Billing Statement

Module Objective

The **Customer Statement of Account** module is used to generate, print, and send a "Statement of Account" or billing letter to customers. This document summarizes a customer's total invoices, total payments, and the remaining outstanding balance as of a specific date. It is a primary communication tool for the collections process.

1. Main View (Customer Balance List)

The main page of this module displays a list of all customers along with a summary of their receivable balances.

Sales | Customer Statement Of Account

Customer

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NONE

Search

Show All

As of

5 August 2025

View

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No.	Customer Name	BillingPIC	Invoice Amount	Paid Invoice Amount	ListTaxAmount	Paid Tax Amount
1.	A. Karim,Bp-palembang		IDR 60.267.133,80	IDR 36.784.405,05		
2.	A. Munawar,Bp-Balikpapan		IDR 7.667.363,51	IDR 0,00		
3.	AHS TRANS		IDR 101.400.000,00	IDR 0,00	IDR 11.154.000,00	IDR 0,00
4.	AK,Tk (TF)-Banjarasin / Rundini ex DBDL	Hermanto (Owner) -rudiniaebjmkokola@gmail.com	IDR 168.378.000,00	IDR 144.925.000,30		
5.			USD 163.582,85	USD 0,00		
6.	Abadi Sejahtera,UD-Pemalang		IDR 681.208.850,60	IDR 12.876.380,28	IDR 30.593.830,22	IDR 0,00
7.	Achmad Handryansyah		IDR 200,00	IDR 0,00	IDR 20,00	IDR 0,00
8.	Adhitya Ary Utama,Pt (TF)-Bogor	Mohamad Ismail (Pemilik) 08111148181-liam_amad@yahoo.com	IDR 633.195.197,00	IDR 221.431.445,97	IDR 40.866.594,60	IDR 0,00
9.	Afdal Jaya Karsa,Cv-Makassar	Junaedi (Owner) -andreprayudi19@gmail.com	IDR 771.081.468,67	IDR 157.613.402,00		
10.	Almas Jaya,Cv-Madiun		IDR 54.487.500,00	IDR 1.679.601,00		
11.	Anak Sekolah,CV-Pekalongan		IDR 1.679.438.717,75	IDR 122.669.515,17	IDR 167.943.871,78	IDR 11.117.530,63
12.	Andika,Tk-Bekasi		IDR 85.193.475,00	IDR 0,00		
13.	Andre (TF)-Sintang		IDR 115.117.200,00	IDR 33.000.000,00		
14.	Anugrah Bintang Jaya-Soppeng	Dayyang Asmadi (Owner) 082293042296-burhcelebes@gmail.com	IDR 135.535.075,00	IDR 30.000.000,00		
15.	Anugrah Jaya Mandiri,CV-Padang		IDR 505.972.952,46	IDR 15.690.205,00		
16.	Anugrah,Ud-Jember		IDR 286.592.168,00	IDR 106.230.365,00		
17.	Aquila,Cv-Cirebon		IDR 145.565.686,33	IDR 64.922.681,81	IDR 14.556.568,63	IDR 7.529.017,08
18.	Aria Setia Jaya,PT-Bekasi Barat		IDR 184.644.007,55	IDR 52.389.679,00	IDR 18.464.400,75	IDR 0,00
19.	Arya Bintang Perkasa,CV-Makassar		IDR 680.980.652,35	IDR 0,00	IDR 18.447.030,00	IDR 0,00
20.	Arya Bintang Perkasa,CV-Pare Pare		IDR 1.471.800.557,40	IDR 0,00	IDR 65.655.939,00	IDR 0,00

Print This Document

Export To MS Word

Send e-mail

View Explanation & Filters

This page is the center for creating and sending statements of account.

• Filters:

- **Customer:** Use this search bar to find a specific customer.
- **As of:** This is a key date filter. Select a date to display the customer's receivable balance as of that date (e.g., August 5, 2025), then click **View**.
- **Customer List:** The table below displays a list of customers along with their financial summary.

Column Explanation

- **Customer Name:** The name of the customer.
- **Billing PIC:** The name and/or email of the contact person (Person-In-Charge) for billing matters.
- **Invoice Amount:** The total value of all invoices issued to the customer.
- **Paid Amount:** The total value of payments that have been received from the customer.

Button Functions

- **Print This Document:** To print the statement of account for a selected customer.
- **Export To MS Excel:** To download the customer balance list into an Excel format.
- **Send e-mail:** To send the statement of account via email to the selected customer's billing PIC.

2. Steps to Send a Statement of Account

Step 1: Set the Report Date

Set the report date in the **As of** field and click **View** to display the current list of customer receivable balances. As of  

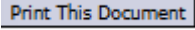
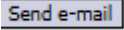
Step 2: Select Customer(s)

Find and select one or more customers to whom you want to send a statement by checking the box in the leftmost column of the corresponding row(s).

☐	No.	Customer Name 📞 📧	BillingPIC	Invoice Amount	Paid Invoice Amount	ListTaxAmount	Paid Tax Amount
☒	1.	A. Karim,Bp-palembang		IDR 60.267.133,80	IDR 36.784.405,05		

Step 3: Print or Send Email

After the customer(s) are selected, use the action buttons in the bottom-left section of the page:

- Click **Print This Document** to print a physical billing statement that is ready to be sent. 
- Click **Send e-mail** to automatically send the billing statement to the email address listed in the **Billing PIC** column. 

Tips & Important Notes

- This module is the primary tool for the **Collection** and **Accounts Receivable (AR)** teams to communicate with customers regarding outstanding balances.
- To ensure the **Send e-mail** feature functions correctly, make sure the **Billing PIC** data (including the email address) in the customer master data is correct and filled in.
- Sending a statement of account routinely (for example, at the beginning of each month) is a good practice to remind customers and maintain healthy **cash flow**.

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