The first step is to open Cetec ERP and click Accounting

Click A/R

Click A/R Summary

Click Submit

Select the customer you wish to send an AR Statement.

A/R Aging Summary

Customer		As Of	2022-09-19		Include All Customers? ☐
Unapplied Cash?	Exclude Prepayments			Location	

Submit PDF

This is a slow screen! AR Summary with caching is generally faster and is available here.

	Totals, Current	Totals, 1 - 30	Totals, 31 - 45	Totals, 46 - 60	Totals, 61 - 90	Totals, 91 & Over	Total
Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$123,502.40	$123,502.40

Displaying 1 - 2 of 2   Export   +/- Columns

Customer ()	Current	1 - 30	31 - 45	46 - 60	61 - 90	91 & Over	Total
Edge Products	$0.00	$0.00	$0.00	$0.00	$0.00	$121,502.50	$121,502.50
Rising Tide	$0.00	$0.00	$0.00	$0.00	$0.00	$1,999.90	$1,999.90
						$123,502.40	$123,502.40

Displaying 1 - 2 of 2   Export   +/- Columns

CETEC ERP VERSION   4.061 ON APP3   COPYRIGHT © 2022   CETEC ERP

Click Email PDF

Type the recipient's email.

[i] Type the body of the email

Click Send
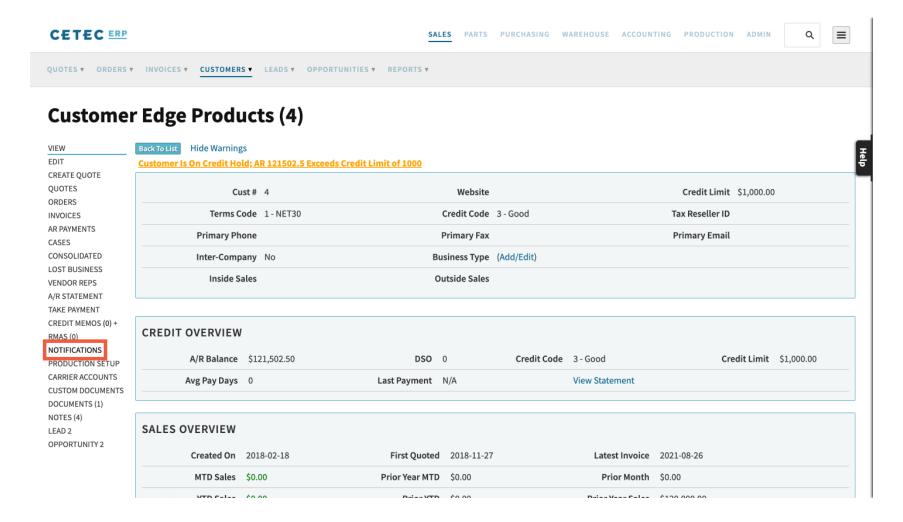
Alternatively, you can set up automatic AR Statement Emails by selecting the Notifications on the customer record.

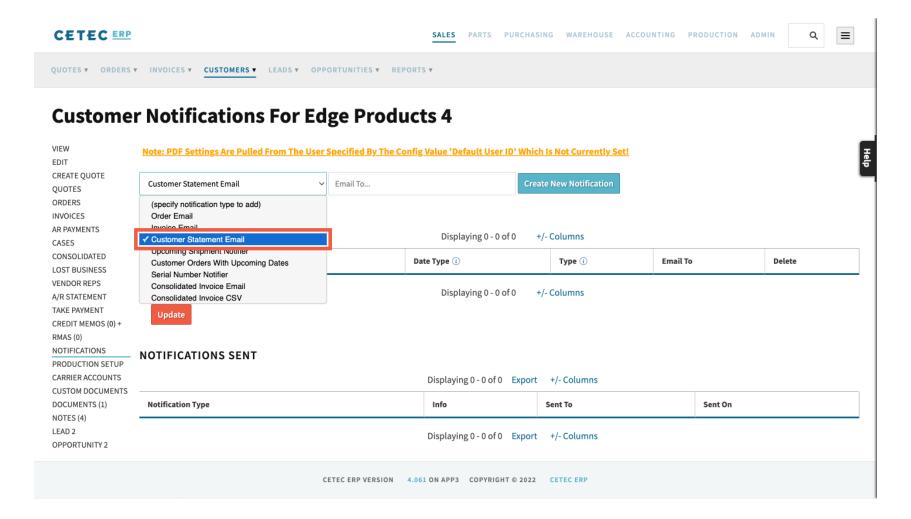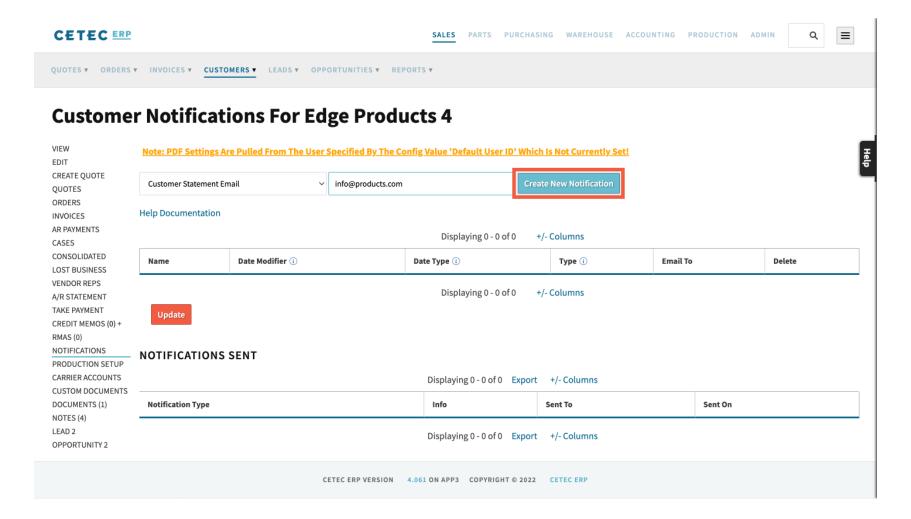Select Customer Statement Email as the notifier type.

Type the recipient's email and click Create New Notification

ℹ️ That's it. You're done.

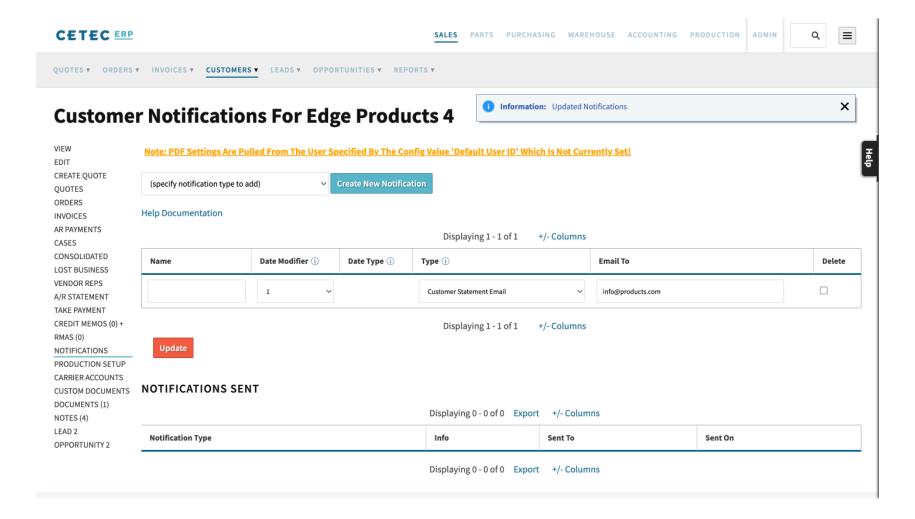Scan to go to the interactive player