

Emailing Debtor Statements Guide

MYOB Practice Manager

September 2019
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myob

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MYOB Practice Manager Emailing Debtor Statements Template Guide 2016+

Updated: September 2019

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Introduction

This guide is designed to help you to choose a debtor statement layout and to makes small changes to it to meet your practice requirements.

Need more customisation or assistance? If you require assistance to edit your Microsoft Word templates, or would like the MYOB team to customise your debtor statements for emailing, please contact your Client Manager to discuss the consulting service options available to you.

Master Debtor Statements Available

There are 2 types of debtor statements within Practice Manager; debtor statements (also known as open item statements) or debtor statements balance forward.

For each different statement area there is a choice of 8 different statements to choose from:

- MYOB Classic Debtor Statements Basic remittance with full ageing
- MYOB Classic Debtor Statement Basic remittance with overdue & current ageing only
- MYOB Debtor Statements Basic remittance with overdue
- MYOB Debtor Statements Basic remittance with full ageing
- MYOB Debtor Statements Credit Card remittance with current ageing only
- MYOB Debtor Statements Credit Card remittance with full ageing
- MYOB Debtor Statements Credit Card with Amex remittance with current ageing only
- MYOB Debtor Statements Credit Card with Amex remittance with full ageing

The master statements come in a choice of either Arial or Times New Roman font, for sites that use Practice Manager and those that use Document Manager.

In the zip files for each different area the beginning of the statement name is different depending on whether it's balance forward or for Document Manager.

Note: If you use Document Manager please choose a template prefixed MYOB DM.

Example:

The statement for "Classic Debtor Statement Basic remittance with overdue & current ageing only" will be called either:

- MYOB Classic Debtor Statement Basic remittance with overdue & current ageing only (Debtor statement template)

Or

- MYOB Classic Debtor Statement **Balance Forward** Basic remittance with current & overdue ageing only – **Arial** (Balance forward template)

Or

- MYOB Classic Debtor Statement **Balance Forward** Basic remittance with current & overdue ageing only – **Times New Roman** (Times New Roman font)

Or

- MYOB **DM** Classic Debtor Statement **Balance Forward** Basic remittance with current & overdue ageing only – Arial (for Document Manager sites)

This example always includes the words of "Classic Debtor Statement + Basic remittance with overdue & current ageing only".

Example Accountants

P O Box 1234
Sydney NSW 2000

Phone: 02 2223356
Fax: 02 4344748

Mrs Amy A Adams
14 Bligh Street
SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 30/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice 300206	550.00	0.00	550.00	572.00
3/11/2016	Invoice 300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Amount Due: \$ 1,177.00

181+ Days	121-180 Days	91-120 Days	61-90 Days	31-60 Days	0-30 Days
22.00	0.00	0.00	0.00	0.00	1,155.00

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 14 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.

Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Amount Due: \$ 1,177.00

Client Code: ADAMSAA

Amount Enclosed: \$ _____

Please forward cheques to:

Example Accounting Limited
PO Box 111
Sydney NSW 2001

Direct payments to:

BSB: 111 222
A/C No: 111 222 333

Example Accountants

P O Box 1234
Sydney NSW 2000

Phone: 02 2223356
Fax: 02 4344748

Mrs Amy A Adams
14 Bligh Street
SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 30/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
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3/11/2016	Invoice 300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Overdue Amount	Current
22.00	1,155.00

Amount Due
\$ 1,177.00

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 14 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.

Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Amount Due: \$ 1,177.00

Client Code: ADAMSAA

Amount Enclosed: \$ _____

Please forward cheques to:

Example Accounting Limited
PO Box 111
Sydney NSW 2001

Direct payments to:

BSB: 111 222
A/C No: 111 222 333

MYOB Debtor Statement Basic remittance with overdue & current ageing only - Arial

Mrs Amy A Adams
14 Bligh Street
SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 30/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice 300206	550.00	0.00	550.00	572.00
3/11/2016	Invoice 300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Overdue Amount	Current
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Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Amount Due: \$ 1,177.00

Client Code: ADAMSAA

Amount Enclosed: \$ _____

Please forward cheques to:

Example Accounting Limited
PO Box 111
Sydney NSW 2001

Direct payments to:

BSB: 111 222
A/C No: 111 222 333

Mrs Amy A Adams
 14 Bligh Street
 SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 29/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice 300206	550.00	0.00	550.00	572.00
3/11/2016	Invoice 300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Amount Due:	\$ 1,177.00
--------------------	--------------------

181+ Days	121-180 Days	91-120 Days	61-90 Days	31-60 Days	0-30 Days
22.00	0.00	0.00	0.00	0.00	1,155.00

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Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Amount Due: \$ 1,177.00

Client Code: ADAMSAA

Amount Enclosed: \$ _____

Please forward cheques to:

Example Accounting Limited
 PO Box 111
 Sydney NSW 2001

Direct payments to:

BSB: 111 222
 A/C No: 111 222 333

Mrs Amy A Adams
 14 Bligh Street
 SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 30/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice 300206	550.00	0.00	550.00	572.00
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3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Overdue Amount	Current
22.00	1,155.00

Amount Due
\$ 1,177.00

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 14 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.

Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Client Code: ADAMSAA

Please find enclosed a cheque for:

Amount Due: \$ 1,177.00

Or Debit my:



Card No.: / /

Expiry Date: / Amount: \$



Name of Cardholder:

Signature of Cardholder:

Direct Credit Details : BSB 11 2222 A/C: 99999999

Mrs Amy A Adams
 14 Bligh Street
 SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 30/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice 300206	550.00	0.00	550.00	572.00
3/11/2016	Invoice 300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Amount Due: \$ 1,177.00

181+ Days	121-180 Days	91-120 Days	61-90 Days	31-60 Days	0-30 Days
22.00	0.00	0.00	0.00	0.00	1,155.00

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Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Client Code: ADAMSAA

Please find enclosed a cheque for:

Amount Due: \$ 1,177.00

Or Debit my:



Card No.: / / /

Expiry Date: / Amount: \$

Name of Cardholder:

Signature of Cardholder:

Direct Credit Details : BSB 11 2222 A/C: 99999999

Mrs Amy A Adams
 14 Bligh Street
 SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 30/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice 300206	550.00	0.00	550.00	572.00
3/11/2016	Invoice 300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Overdue Amount	Current
22.00	1,155.00

Amount Due
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Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Client Code: ADAMSAA

Please find enclosed a cheque for:

Amount Due: \$ 1,177.00

Or Debit my:



Card No.:



Expiry Date: / Amount: \$



Name of Cardholder:

Signature of Cardholder:

Direct Credit Details : BSB 11 2222 A/C: 99999999

STATEMENT

Mrs Amy A Adams
 14 Bligh Street
 SYDNEY NSW 2000

Client Code: ADAMSAA

Statement Date: 30/11/2016

Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice 300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice 300206	550.00	0.00	550.00	572.00
3/11/2016	Invoice 300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice 300208	550.00	0.00	550.00	1,177.00

Amount Due: \$1,177.00

181+ Days	121-180 Days	91-120 Days	61-90 Days	31-60 Days	0-30 Days
22.00	0.00	0.00	0.00	0.00	1,155.00

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 14 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement.

Remittance Advice

Please detach and return with payment

Client Name: Mrs Amy A Adams

Client Code: ADAMSAA

Please find enclosed a cheque for:

Amount Due: \$ 1,177.00

Or Debit my:



Card No.: _____/_____/_____



Expiry Date: ____/____/____ Amount: \$ _____



Name of Cardholder: _____

Signature of Cardholder: _____

Direct Credit Details : BSB 11 2222 A/C: 99999999

How to modify your statement templates

If you use MYOB Document Manager please refer to the online F1 help links below. If you do not use Document Manager please use the links for Practice Manager below.

Practice Manager:

Region	Product	Link
Australia	AE/AO	Emailing Debtor Statements from Practice Manager
New Zealand	AE/AO	Emailing Debtor Statements from Practice Manager

Document Manager:

Region	Product	Link
Australia	AE/AO	Emailing Debtor Statements from Document Manager
New Zealand	AE/AO	Emailing Debtor Statements from Document Manager

Hints and tips for editing statement templates

You have a choice of using a template that has a blank letterhead so you can bring in your practice logo or one with a pre-typed letterhead and no logo.

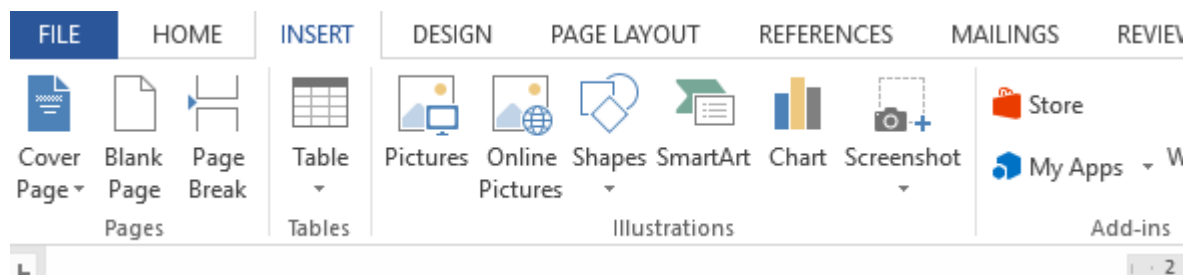
Pre typed letterhead statement

Where you can type over with your practice details:



How to bring your practice logo into a blank letterhead template

Click in the document where you want to insert the logo.



1. Click the **Insert** tab on the command ribbon.
2. Select **Pictures**
3. Find the image and double-click the image file that contains your logo.
The image appears on the document.
4. Click the image to show the **Picture Tools** ribbon.
5. Click the **Format** tab.
6. Click the down arrow next to the **Wrap Text** button.
7. Select **More Layout Options**.
The **Layout** dialog window opens.
8. Right click on the logo and select **Format Picture**.
9. Select the **Layout** tab and click **Tight**.

You can now re-size your logo and move it around.

To re-size the logo

To re-size the logo, click the outline. Click and drag the frame's sizing handles to the preferred size and to the right location on your statement.



Text box for the name and address which can be moved around and expanded

This text is tabbed so you can move the tabs to format to your liking

Mrs Amy A Adams
14 Bligh Street
SYDNEY NSW 2000

STATEMENT

Client Code: ADAMSAA

Statement Date: 30/11/2016

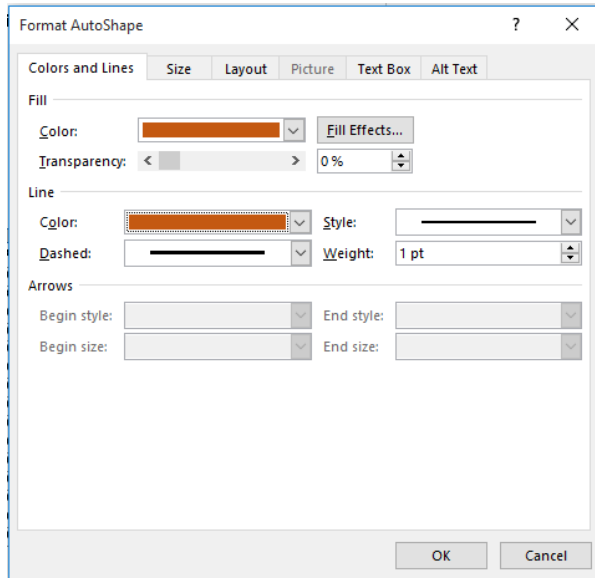
Date	Reference	Debit	Credit	Outstanding	Running Balance
11/11/2013	Invoice-300172	22.00	0.00	22.00	22.00
3/11/2016	Invoice-300206	550.00	0.00	550.00	572.00
3/11/2016	Invoice-300207	55.00	0.00	55.00	627.00
3/11/2016	Invoice-300208	550.00	0.00	550.00	1,177.00

This table has 15 rows. You cannot have more but you can delete some lines if necessary. If the statement has more transactions than the number of rows in the table, that statement will go over to a second page. If you cannot see the outline of the table you need to put the cursor on the table, select Layout from the table tools and then select View Gridlines.

Colour shading the line

To change the shading of the line, click on the shape, right click and select **Format AutoShape**.

On the **Colors and Lines** tab select the colour you want to use in both the **Fill** and **Line** sections and click **OK**.



Debtors ageing

Depending on the template chosen it can show current & overdue or full ageing. It is best to select the template with the correct ageing option. If your practice does decide to change the ageing you can copy the table from the master that includes that ageing option to your template.

Overdue-Amount	Current				Amount-Due
22.00	1,155.00				\$-1,177.00

181+-Days	121-180-Days	91-120-Days	61-90-Days	31-60-Days	0-30-Days
22.00	0.00	0.00	0.00	0.00	1,155.00

Reminder information

This is typed text which is left aligned and can be changed or centred to suit your practice.

According to our record, the total outstanding balance stated above was still due at the date given. We would be grateful if you could settle this account promptly. Our terms are strictly 14 days. If you have already sent payment to clear this balance, subsequent to the statement date, then kindly disregard this statement. Section Break (Continuous)

Remittances



The remittance depends on the template chosen.

Basic remittance

Remittance Advice	
Please detach and return with payment	
Client Name: Mrs Amy A Adams	Amount Due: \$1,177.00
Client Code: ADAMSAA	Amount Enclosed: \$ _____
Please forward cheques to:	Direct payments to:
Example Accounting Limited	BSB: 111 222
PO Box 111	A/C No: 111 222 333
Sydney NSW 2001	

Credit card remittance

Displays Visa and Mastercard only – no Amex

Remittance Advice	
Please detach and return with payment	
Client Name: Mrs Amy A Adams	Client Code: ADAMSAA
Please find enclosed a cheque for: _____	Amount Due: \$1,177.00
Or Debit my:	
<input type="checkbox"/> 	Card No.: → <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> 	Expiry Date: → <input type="text"/> / <input type="text"/> → Amount: → \$ → <input type="text"/>
	Name of Cardholder: <input type="text"/>
	Signature of Cardholder: <input type="text"/>
Direct Credit Details: BSB-11-2222-A/C:-99999999	




Credit Card with Amex remittance

Remittance Advice
Please detach and return with payment

Client Name: Mrs Amy A Adams → Client Code: ADAMSAA

Please find enclosed a cheque for: → Amount Due: \$1,177.00

Or Debit my:

<input type="checkbox"/>		Card No.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		Expiry Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	→	Amount:	→	\$	→	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		Name of Cardholder:	<input type="text"/>																		
<input type="checkbox"/>		Signature of Cardholder:	<input type="text"/>																		

Direct Credit Details: BSB-11-222 A/C: 99999999

Note

The letterhead and remittance will appear on all pages of the statement for each client. For example, if the table in the template has 15 rows and the client has more than 15 outstanding transactions, the statement will go to 2 pages and each page will show the letterhead and remittance.