How to print Multiple Customer Statements

Printing up multiple customer statements is now quick and easy on SortMyBooks Online. With just 2 clicks of a mouse the system will display in PDF format all the statements for the customers that still have outstanding balances. Just follow the steps below:

1. Go to "Reports" - "Customer Reports" - "Customer Statements".
2. Select the Date Range that you wish to run the Statements for.
3. Tick the box that says "Multiple Statements".
4. Click "Apply".

Give the system a couple minutes to load the statements into PDF format, then a pop-up box should appear asking if you wish to "Open" or "Save" the Statements. Select which one you wish to do.