

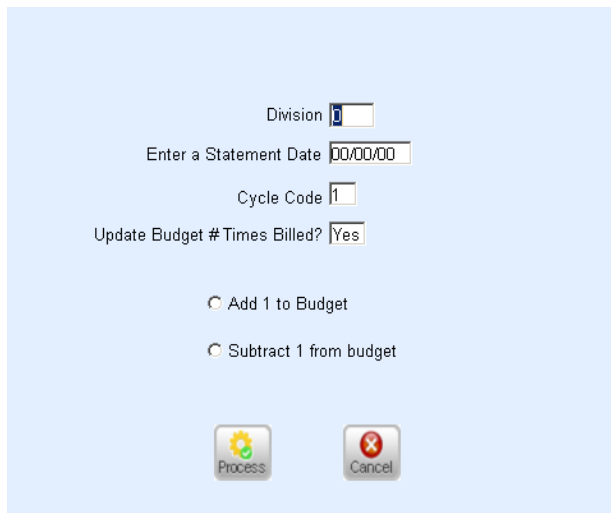
# Statement Update

Last Modified on 05/27/2022 12:17 pm EDT



This process is for fixing the statement date and balance to reflect the correct month.

**Example:** A company forgot to update the prior month when they last ran statements.

The last statement date and balance will be incorrect when running statements this month, causing two months of history to print on the statements. Running the Statement Update process will update the last statement date and balance to the previous month, correcting the history date going forward.



The screenshot shows a light blue dialog box for the 'Statement Update' process. It contains the following fields and options:

- Division:
- Enter a Statement Date:
- Cycle Code:
- Update Budget # Times Billed?:
- Radio buttons for:
  - Add 1 to Budget
  - Subtract 1 from budget
- Buttons:  Process and  Cancel