

Receivables

- [Receivables, Statements, and Finance Charges](#)

Receivables, Statements, and Finance Charges

Receivables, Statements, and Finance Charges

Purpose and when to use this screen

These screens turn posted [Receivable Transactions](#) into collection analysis, customer statements, and finance charges. Use them after sales, payments, credits, write-offs, and customer setup are complete for the reporting cutoff. Resolve questionable balances before communicating them to customers or creating new charges.

Review accounts-receivable aging

The screenshot shows a web application interface for generating an accounts-receivable aging report. At the top, there is a navigation bar with a date 'Tue, Aug 11, 2026', a search bar, and a user profile icon. Below the navigation bar, a breadcrumb trail reads 'My site > Accounting > A/R Aging Report'. The main content area is titled 'Choose a date range, or pick an accounting period to auto-fill the dates.' and contains several input fields and buttons. The 'Start Date' and 'End Date' fields are set to 'mm/dd/yyyy'. The 'Preset Month (Optional)' field is a dropdown menu. The 'Display Mode' field is set to 'Full Aging Columns'. The 'Sort By' field is set to 'Statement Balance', and the 'Sort Direction' is set to 'Descending'. The 'Warehouse / Division' field is a dropdown menu. The 'Include All Customers?' checkbox is checked, with the label 'Use all active customers in scope'. Below these fields, there is a section for 'Additional Filters' with buttons for 'Run Report', 'Print', and 'End of Month'. A purple banner at the bottom of the form area contains the text 'Configure the run options and click Run Report.'

The Receivables, Statements, and Finance Charges aging screen in the Brisk documentation demo.

Choose a start/end date or a closed-month preset, then set display mode, sort, warehouse/division, and customer scope. Decide whether to include zero balances, credit balances, only overdue buckets, written-off customers, and customer numbers. Run the report and read **Statement Balance**, Current, 30, 60, 90, 90+, **Overdue Total**, and credit amount together. A customer with a credit or unapplied payment can have a misleading gross aging if you focus on one bucket alone.

Sort by overdue total or oldest bucket for collections work; use customer-name/number order for reconciliation and filing. Confirm the report cutoff before comparing it with a live customer balance.

Prepare customer statements

The screenshot shows a web application interface for generating customer statements. At the top, there's a navigation bar with a date 'Tue, Aug 11, 2026', a search bar, and a breadcrumb trail 'My site > Accounting > Customer Statements'. The main form is titled 'Customer Statements' and includes a 'Cancel' button. It has two tabs: 'Jul Statements' and 'Aug Statements'. The form contains several input fields and checkboxes: 'Statement Date' (08/11/2026), 'Begin Date' (08/01/2026), 'End Date' (08/31/2026), 'Include Zero Balances?' (unchecked), 'Include Negative Balances?' (unchecked), 'Include All Customers?' (checked), 'If not, which customer?' (a dropdown menu), 'Summarize Finance Charges?' (checked), 'Statement Message' (a text area), 'Send Statement Emails?' (checked), and 'Statement Template' (a dropdown menu showing 'Accounting | Payment: Ach Settlement - Brisk Ach Settlement Statement'). A large blue 'Create Statements' button is at the bottom. Below the button, there's a link: 'Finished running statements? Return to End of Month'.

The Receivables, Statements, and Finance Charges statements screen in the Brisk documentation demo.

Set **Statement Date**, **Begin Date**, and **End Date**, or use the quick month buttons. Choose all customers or one customer and decide whether to include zero or negative balances. Select whether finance charges are summarized, enter the customer-facing statement message, choose the statement PDF template, and review **Send Statement Emails?** before generating.

Preview representative statements before a batch send. Confirm opening activity, invoices, payments, credits, finance charges, ending balance, remittance details, branding, pagination, and customer email address. A statement is communication, not a posting transaction; correct the source record and regenerate it rather than editing the output.

Assess finance charges

The screenshot shows a web application interface. At the top, there is a navigation bar with a hamburger menu, the date 'Tue, Aug 11, 2026', a search bar with 'Search Here' and 'Search For...' buttons, and a user profile icon. Below the navigation bar is a modal window titled 'Finance Charge Assessment'. The modal has a 'Cancel' button in the top left. It contains three input fields: 'Finance Charge Date' with the value '08/11/2026', 'Include All Customers?' with a checked checkbox, and 'If not, which customer?' with a dropdown menu. At the bottom of the modal are two buttons: 'Preview / Calculate Finance Charges' (blue) and 'Apply Selected Finance Charges' (green).

The Receivables, Statements, and Finance Charges finance charges screen in the Brisk documentation demo.

Select the finance-charge date and customer scope, then use **Preview / Calculate Finance Charges**. Review every proposed customer, charge amount, original transaction source, and memo. Clear any row that should not be applied and investigate why it qualified. Apply only from the current preview; Brisk uses a preview token to protect the calculation/apply sequence.

Finance-charge eligibility comes from customer/group and payment-term policy plus the overdue transaction state. Fix incorrect terms, dates, groups, payments, credits, or write-offs before applying. Afterward, review the applied list and regenerate statements if they should include the new charges.

Working safely and effectively

Reconcile aging totals to the receivable register, document exceptions, and restrict statement/email output to authorized recipients. Do not repeatedly apply finance charges because a page timed out; check the customer's transactions first. Preserve the original charge and use the approved credit/adjustment process when a posted finance charge must be reversed.

Navigation

Common tasks

- [Follow a customer account through collection](#)