

To produce a rent statement, go to the tenancy screen of the rent account you are dealing with.

At the top of the screen click the three dots, select 'run report', 'rent statement effect- date'

The screenshot displays a software interface for managing tenancies. At the top, there is a navigation bar with buttons: SAVE, SAVE & CLOSE, PUT ON HOLD, NEXT STAGE, RETURN TO NO STAGE, LAST WORKED TIMESTA..., and MAIL MERGE. Below this, a dropdown menu is open, showing options: Extract for 3rd Party Colle..., Share Secured Fields, Email a Link, Run Workflow, Start Dialog, Word Templates, Run Report, and Other Activities. The 'Run Report' option is highlighted, and a sub-menu is visible with options: Run on Current Record, Activities on Tenancy, Agreement, DDCalc, Rent Statement - Descen..., Rent Statement - Effect D..., and Service Charge Statement. The 'Rent Statement - Effect D...' option is selected. The main area of the screen shows a table of 'Active Payment Transactions - RE...' with columns: Transaction Da..., Effect Date ↓, Transaction Descrip..., Debit, Credit, Balance, Transactio..., S..., and Y... The table contains several rows of transaction data. On the left, there is a sidebar with 'Rent Account Numl' 20001560010010 and a list of stages: Current Stage (180070-No Stage (Current)-N), Primary Stage (No Stage (Current)), Sub-Stage (No Stage (Current) (sub-stag)), and Outcome (Stage 1 SMS Success). At the bottom, there is a section for 'Residence' with 'Date Moved In' 03/08/2020 and 'Date Moved Out'.

TENANCY : TENANCY2020

Residence

ASB

Rent Account Numl 20001560010010

Current Stage 180070-No Stage (Current)-N

Primary Stage No Stage (Current)

Sub-Stage No Stage (Current) (sub-stag)

Outcome Stage 1 SMS Success

PD: Due Date 23/07/2023

Residence

Date Moved In 03/08/2020

Date Moved Out

Active Payment Transactions - RE...

Transaction Da...	Effect Date ↓	Transaction Descrip...	Debit	Credit	Balance	Transactio...	S...	Y...
15/07/2023 ...	17/07/2023	Total Charge	£113.55		£113.43	DEBIT	2..	2..
08/07/2023 ...	10/07/2023	Total Charge	£113.55		-£0.12	DEBIT	2..	2..
01/07/2023 ...	03/07/2023	Total Charge	£113.55		-£113.67	DEBIT	2..	2..
30/06/2023 ...	29/06/2023	Allpay payment		£125.00	-£227.22	ALLP	2..	2..
24/06/2023 ...	26/06/2023	Total Charge	£113.55		-£102.22	DEBIT	2..	2..
22/06/2023 ...	21/06/2023	Allpay payment		£325.00	-£215.77	ALLP	2..	2..

Contract Type ASSU

Contract Type (option Assu

Current Balance £113.43

Tenancy Indebtedness £113.43

Service Chargeable \*\*\*\*\*

Recalculate ☒

Total Former Debt

Weekly Rent £112.47

A new window will open with the statement. Here you can change the date parameters by using the 'start date' and 'end date' filters. Then press view report.

Start Date

01/07/2021

End Date

17/07/2023

View Report

1 of 2 ?

100%

Find | Next

Rent Statement

Account Number

Statement Generated 17/07/2023

Property

Statement for the period of: 01/07/2021 to 17/07/2023

Effect Date	Transaction Description	Debit	Credit	Balance	
05/07/2021	Total Charge	£102.78	£0.00	£75.55	
07/07/2021	Allpay payment	£0.00	£120.00	£-44.45	CR
12/07/2021	Total Charge	£102.78	£0.00	£58.33	
13/07/2021	Allpay payment	£0.00	£60.00	£-1.67	CR
19/07/2021	Total Charge	£102.78	£0.00	£101.11	
21/07/2021	Allpay payment	£0.00	£130.00	£-28.89	CR
26/07/2021	Total Charge	£102.78	£0.00	£73.89	
28/07/2021	Allpay payment	£0.00	£80.00	£-6.11	CR
02/08/2021	Total Charge	£102.78	£0.00	£96.67	
04/08/2021	Allpay payment	£0.00	£100.00	£-3.33	CR
09/08/2021	Total Charge	£102.78	£0.00	£99.45	
10/08/2021	Allpay payment	£0.00	£100.00	£-0.55	CR
16/08/2021	Total Charge	£102.78	£0.00	£102.23	