

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 are navigation buttons: SAVE, SAVE & CLOSE, PUT ON HOLD, NEXT STAGE, RETURN TO NO STAGE, LAST WORKED TIMESTA..., and MAIL MERGE. Below these is a dropdown menu for 'TENANCY : TENANCY2020' and a 'Residence' label. A yellow bar with an information icon is visible. Below that is an ASB logo with a red cross icon. The main content area is divided into several sections:

- 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

The **Active Payment Transactions - RE...** table is the central focus:

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..

On the right side, there are various fields and a dropdown menu:

- 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

The 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, Other Activities, Run on Current Record, Activities on Tenancy Agreement, DDCalc, Rent Statement - Descen..., Rent Statement - Effect D..., and Service Charge Statement.

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  End Date  View Report

Navigation: |< < 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	