

This guide will reproduce statements for all owners of a particular group of blocks, regardless if they have had payments or not.

The screenshot shows the 'PAYMENTS' section of a software interface. Five numbered instructions with arrows point to specific elements:

- 1. Select**: Points to the 'Payment' icon in the top navigation bar.
- 2. Choose**: Points to the 'Trust Group' dropdown menu, which currently shows '36487'.
- 3. Set Stmt Date**: Points to the 'Cheque / DC Date' field, which shows '15/06/2018'.
- 4. Set Stmt Opening Balance Date**: Points to the 'Opening Balance Date' field in the 'Statement' section, which shows '01/04/2017'.
- 5. Tick Refresh and Show All then click Payee List**: Points to the 'Refresh' and 'Show All' checkboxes in the 'Payee List' section.

Other visible elements include the 'DC Batch Settings' section with fields for 'Batch #', 'Exchange Rate', 'Bank', and 'Currency', and buttons for 'Process DC File' and 'Save Transaction Entries'.

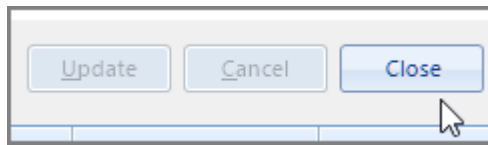
Click Tick all

A close-up of the 'DC Payment Grid' window. A button labeled 'Tick All' is highlighted with an orange border. A mouse cursor is pointing at the button.

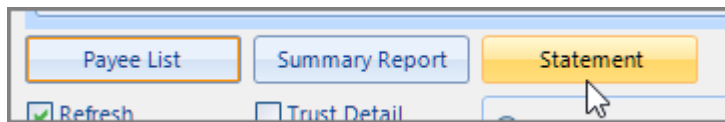
Then Update

A close-up of the 'DC Payment Grid' window. The 'Update' button is highlighted with an orange border. A mouse cursor is pointing at the button.

Click Close



Click Statement



Ensure to check statements before printing them to ensure it has the correct information such as statement date and opening balance date.