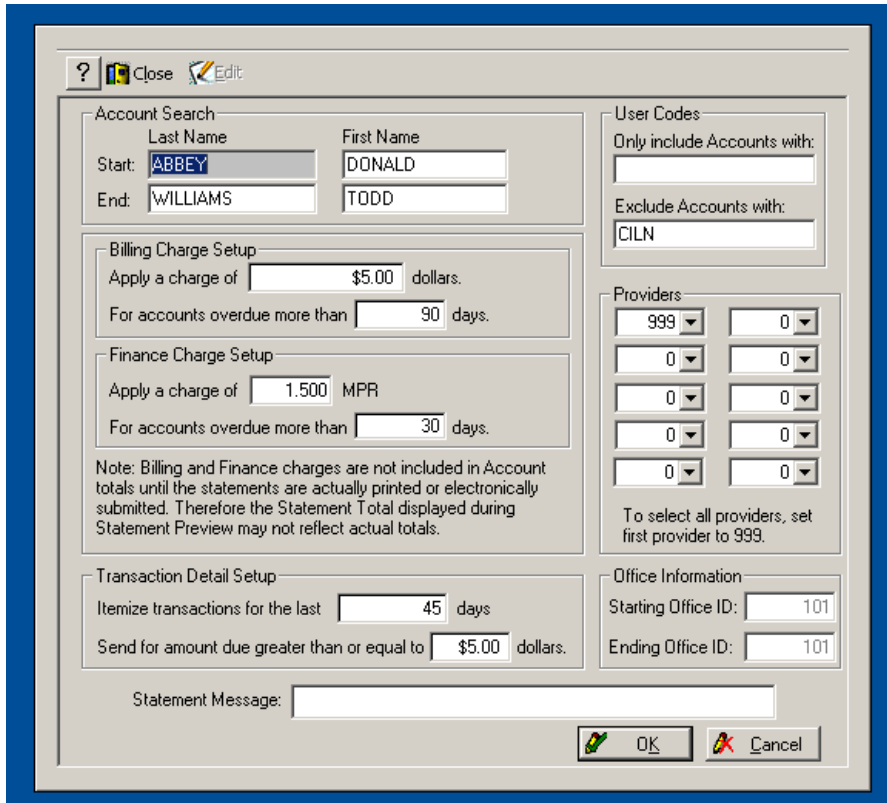
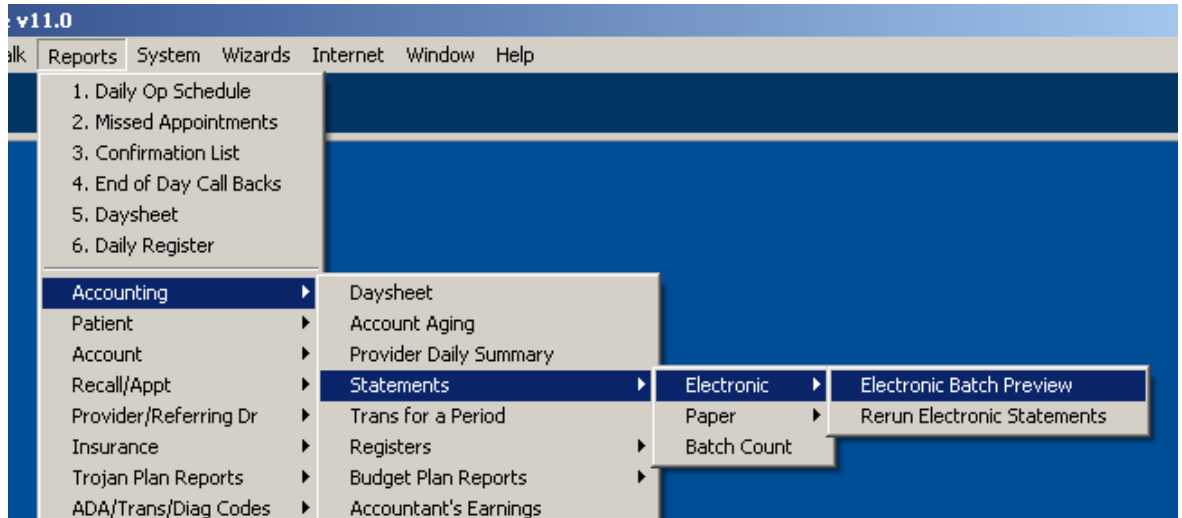


**SOFTDENT Software E-Services Technical Support 1-800-262-8593, option 3**  
**Hours** (excluding holidays): Monday through Thursday, 8 a.m. to 8 p.m. and  
 Friday, 8 a.m. to 6 p.m. EST

**Getting Started:**

To begin processing your Statements, go to Reports → Accounting → Statements → Electronic → Electronic Batch Preview.



**Generating Statements:**

A preview window will open where, if you desire, you can:

- Make any last minute changes to the Billing Doctor, User Codes, and Finance or Billing Charges.
- Generate statements by account Last Names.
- Add a message on all of your statements in the Statement Messages box (up to 60 characters).

After making any adjustments, click **OK**. The software will begin scanning your accounts to see who is due a statement. **This may take a moment depending on the number of accounts you have in the software.**

(Over)

**Previewing  
Statements:**

After the accounts are reviewed, another preview window will open showing the accounts that are due to receive a statement.

Accounts are color-coded:

- **Black** – Current to 60day old balances
- **Red** – 90 day old balances or older
- **Blue** – Incomplete Address on the Account
- **Green** – Manually sent to the statement batch.
- **Pink** – A statement that has no transactions to print.

Account Name	Current	Thirty	Sixty	Ninety	Total	Amt Due
<input type="checkbox"/> Amburgy, Paul	4.10	0.00	0.00	7.25	11.35	11.35
<input checked="" type="checkbox"/> Baxter, Robert	91.78	0.00	0.00	0.00	91.78	91.78
<input checked="" type="checkbox"/> Brooks, Rachel	30.00	0.00	0.00	0.00	30.00	30.00
<input checked="" type="checkbox"/> Brown, Paul	1028.17	0.00	0.00	113.15	1141.32	1141.32
<input checked="" type="checkbox"/> Cablanilas, Ralph	0.74	0.00	0.00	49.69	50.43	50.43
<input checked="" type="checkbox"/> Cain, John	30.00	0.00	0.00	0.00	30.00	30.00
<input type="checkbox"/> Chennalt, Rashell	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Dumond, Priscilla	256.95	0.00	0.00	0.00	256.95	256.95
<input checked="" type="checkbox"/> Frank, Helen	74.00	0.00	0.00	0.00	74.00	74.00
<input checked="" type="checkbox"/> Garback, Renee	0.38	0.00	0.00	25.75	26.13	26.13
<input checked="" type="checkbox"/> Grant, Jeffrey	0.91	0.00	0.00	61.26	62.17	62.17

Additional Information

Last Pynt Date: 07/10/06	ICM Method: ICM 1	Budget: *****
Last Pynt Amount: 37.05	Insurance Amount: 0.00	Status:
Last Statement: 07/28/06		

Account Notes

Personalized Statement Note for Selected Account

Statement Count: 21      Statement Total: \$2,534.37

**Features of the Preview Window:**

- Remove an account from the batch by removing the check mark beside the account.
- View account information by using the **Edit Acct** button.
- Preview an individual statement by using the **Preview** button. This will show the transactions and messages that will be printed on this statement.
- To add a **Personal Note** to one statement, highlight the account name. Type in the "Personalized Statement Note for Selected Account" box your message to this account. It will hold up to 60 characters.
- After reviewing the accounts, click the **Send** button. The software will then create a statement file.

**Finalizing statements and Printing a Report:**

You will be prompted to print a report. That will give you the list of accounts to whom you will be sending statements, the amount you are billing them, and a total dollar amount that you are billing for all accounts combined.

**Sending the Statements for Processing:** Once the report has finished printing, SoftDent will prompt you to send the statements now. Click the **Yes** button. This will activate Kodak Electronic Services for you and send your statement file. SoftDent software will give you a confirmation when the statements are sent successfully. Print any reports from the Reports list.