Statement Settings

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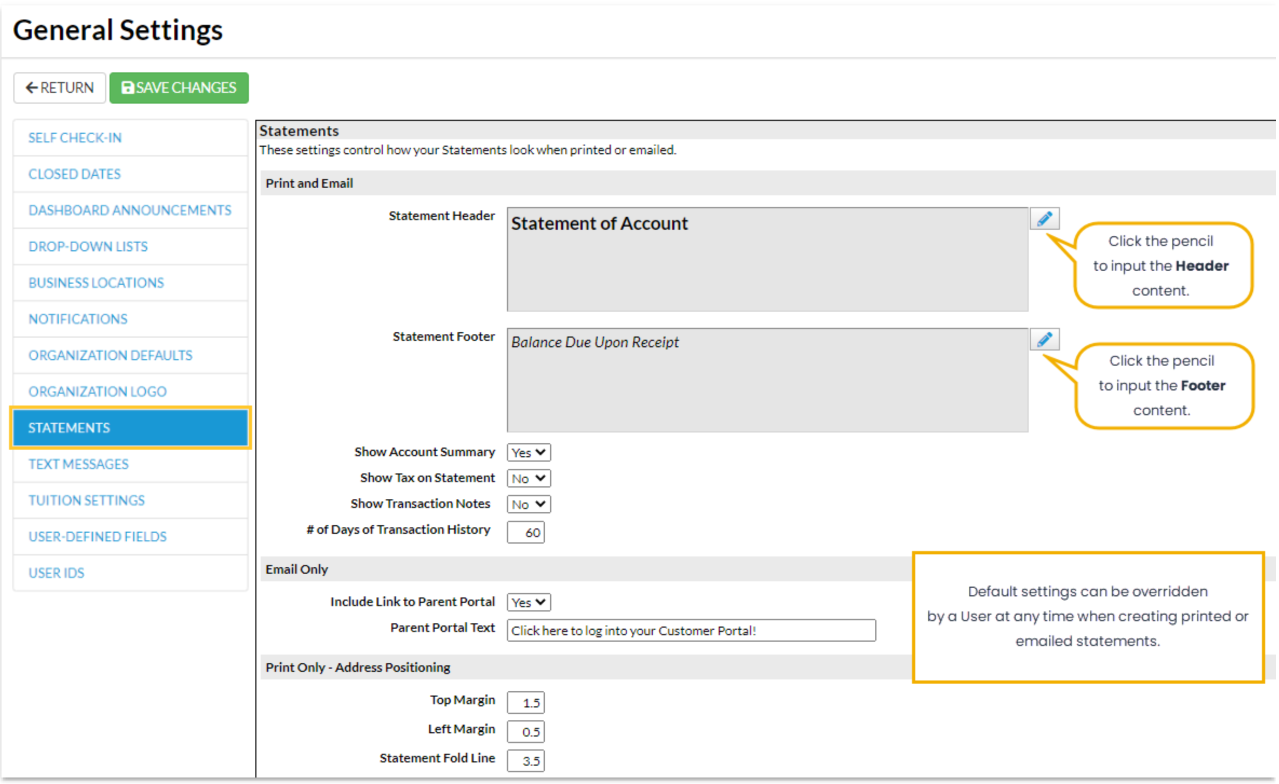
Both **Statements - Print** and **Statements - Email** offer several format options which allow you to customize the look of your statements. Many of these options can be set as defaults if much of this information stays the same for the majority of the statements you send.

The defaults can be overridden at any time when you are generating Statements - Print *or* Statements - Email. Entering default statement settings is a time-saver and is optional.

General Settings for Statements can be found under the *Gear (icon) > Settings > General > Statements (left menu):*



For additional information on creating statements see **Statements/Invoices**.