

Removing and Adding Payment Due Dates from and to Statements.

To remove Payment Due Date: In Clients Screen/ Billing Options: De-Select "Print due date on statement".

To add Payment Due Dates to all new Clients: In Settings/Statement Settings: Select "Display Due Date on Statement".

To stop Payment Due Dates from being added to all new Clients: In Settings/Statement Settings: De-Select "Display Due Date on Statement".

End