

<https://quickbooks.intuit.com/community/forums/replypage/board-id/reports-and-accounting/message-id/10800>

[GarlynGay](#) Community Manager 01-08-2019 05:49 AM

Re: Is there a way to create a statement for a sub-client in QB Online?

Hello michele5,

There's a way to create a [statement](#) for your sub-client. Please follow these steps:

1. Click on **Sales**.
2. Select **Customers**.
3. Select the sub-client.
4. Click on **Batch actions**.
5. Select **Create statements**.
6. Choose the **Statement Type**, enter the **Statement Date**, **Start Date** and **End Date**.
7. Click on **Print or Preview**.

Let me know if you have any questions. Thanks!

I am not Michele5, however, I have followed your instructions and under batch actions, "print statement" is not an option. I can go to the green area under "New transaction" and select "Print statement" from there, however, the information shown does not come. My customer has an open balance and an overdue balance of \$17,977.30 that match. When I go to print a statement, however, the statement shows a zero balance. I have no idea how to make this work properly. I have tried changing the date range to the beginning of the project. I have tried changing the statement type to all of the options shown and none of them reflect anything other than a zero balance. Any help would be greatly appreciated.

Customers x +

https://c71.qbo.intuit.com/app/customerdetail?nameId=4704

Apps Tiny House Stuff Real Estate Investing Imported From IE QuickBooks Login Viper | T A G First Data Credit Ca... Office Supplies: Off... DCAD: Find Propert... Other bookmarks

intuit quickbooks JDJR ENGINEERS & CONSULTANTS, INC. + 🔍 ⚙️ 🔔 ? Help

Dashboard → 1247 Fate Gas Investment | 1247-2-19 - Sonic Drive - Fort Worth Edit New transaction ▼

Fate Gas Investment | Aqros, LLC Attn: Mohammed Alaqrabawy 2238 Emery Down Drive Allen, Texas 75013 Emai... \$17,977.30 OPEN

Add notes \$17,977.30 OVERDUE

Transaction List Customer Details

Batch actions ▼ Filter ▼ Last 365 Days × Invoices × Open × Clear filter / View all

	NO.	DUE DATE	AGING	TOTAL ▲	STATUS	PROJECT:	ACTION
<input type="checkbox"/>	16275	05/16/2019	13	\$4,352.30	Overdue (Viewed)	IH 820 @ John T. White Road	Receive payment ▼
<input type="checkbox"/>	15854	03/19/2019	71	\$13,625.00	Overdue (Viewed)	IH 820 @ John T. White Road	Receive payment ▼
Total				\$17,977.30			

< First Previous 1-2 of 2 Next Last >

Customers x +

https://c71.qbo.intuit.com/app/statements?customerIds=4704&hasSubCustomers=false

Apps Tiny House Stuff Real Estate Investing Imported From IE QuickBooks Login Viper | T A G First Data Credit Ca... Office Supplies: Off... DCAD: Find Propert... Other bookmarks

Create Statements ? X

Statement Type Transaction Statement ▼ TOTAL BALANCE FOR 0 CUSTOMERS \$0.00

Can't create all statements
1 of 1 customers have no statements for this date. Adjust the date, or click Save to create statements for the other 0. To see customers for whom statements are not generated, update the filter above the grid.

Statement Date 05/29/2019

Start Date 09/01/2018 End Date 05/29/2019

Recipients List

Statements unavailable (1) Statements available (0)

RECIPIENTS	BALANCE
1247 Fate Gas Investment:1247-2-19 - Sonic Drive - Fort Worth	\$0.00

Cancel Print or Preview Save Save and send ▼