

We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

# Customizing Your Statements

Last Modified on 10/18/2019 2:45 pm EDT

Version 14.19

Follow these steps to customize your statements:

1. Access your Statements.
  - Within the application, select **Tools > OP Reports**
  - Log in
  - Select the **Billing\_Rpts** Folder
  - Select **Billing\_Statement\_cp\_Family**
  - Right-click and select **Design**
2. Add your practice's logo to the report Design (skip this step if you do not plan to make your logo visible).
  - On the **Design** tab in OP Reports, find the square to the right of the return address.
  - Right-click inside the square and select **Picture**.
  - Choose your logo from your computer and open it.
3. Access the customization tool within your statement reports.
  - From the **Design** tab in OP Reports, click on the **Calc** tab.
  - In the Report Bands box on the upper left hand corner of the window, right-click and select **Module**.
  - Select **Events**.
4. Customize your statements
  - In the box on the left hand side of the screen labeled **procedure** GlobalOnCreate, find the field you would like to edit.
  - Follow the steps in the table below.

Name of Field	You can	By Changing	to
Cash	Make it visible	showCash := False;	showCash := True;
Credit Cards (entire section)	Hide it	showCreditCards := True;	showCreditCards := False;
Discover	Make it visible	showDiscover := False;	showDiscover := True;
AMEX	Make it visible	showAMEX := False;	showAMEX := True;
Logo	Make it visible	showLogo := False;	showLogo := True;
Logo Height	Change the size to another height (in inches)	logoHeight := 0.75;	logoHeight := x.xx; Example: logoHeight:= 0.50;
Logo Width	Change the size to another width (in inches)	logoWidth := 0.75;	logoWidth := x.xx; Example: logoWidth := 1.25;
Permanent Message	Insert a message to be written on every statement you send	permanentMessage := ";	permanentMessage := 'Type your message here!';
Due Days	Change "Due Date: Upon Receipt" to a calculation that will add your desired number of days to the date you print a statement.	dueDays := 0;	dueDays := xx; Example: A statement printed on 3/10/2015 with dueDays := 30 would print as Due Date: 4/10/2015

Version 14.10

Follow these steps to customize your statements:

1. Access your Statements.

- In the application, select **Tools > OP Reports**
- Log in
- Select the **Billing\_Rpts Folder**
- Select **Billing\_Statement\_cp\_Family**
- Right-click and select **Design**

2. Add your practice's logo to the report Design (Skip this step if you do not plan to make your logo visible).

- On the Design tab in OP Reports, find the square to the right of the return address
- Right-click inside the square and select **Picture**
- Choose your logo from your computer and open it

3. Access the customization tool within your statement reports.

- From the Design tab in OP Reports click the **Calc** Tab
- In the Report Bands box on the upper left hand corner of the window, right-click and select **Module**
- Select **Events**

4. Customize your statements

- In the box on the left hand side of the screen labeled **procedure** GlobalOnCreate,, find the field you would like to edit
- Follow the steps in the table below

Name of Field	You can	By Changing	to
Cash	Make it visible	showCash := False;	showCash := True;
Credit Cards (entire section)	Hide it	showCreditCards := True;	showCreditCards := False;
Discover	Make it visible	showDiscover := False;	showDiscover := True;
AMEX	Make it visible	showAMEX := False;	showAMEX := True;
Logo	Make it visible	showLogo := False;	showLogo := True;
Logo Height	Change the size to another height (in inches)	logoHeight := 0.75;	logoHeight := x.xx; Example: logoHeight:= 0.50;
Logo Width	Change the size to another width (in inches)	logoWidth := 0.75;	logoWidth := x.xx; Example: logoWidth := 1.25;
Permanent Message	Insert a message to be written on every statement you send	permanentMessage := "";	permanentMessage := 'Type your message here!';

Name of Field	Change "Due Date: Upon Receipt" to a calculation that will add your desired number of days to the date you print a statement.	By Changing	dueDays := xx; to
Due Days		dueDays := 0;	Example: A statement printed on 3/10/2015 with dueDays := 30 would print as Due Date: 4/10/2015