

**When you start IB, the Statement Payment Due Date option is 20 days from the statement date.**

**To change Statement Payment Due Date for all clients:**

1. Go to Settings, then select the Statement Setting tab.
2. In Statement Settings, left side of screen. fourth row "Statement Due Days" enter the number of days from the statement date you want the payment due date to display. Example: if your statement is dated the last day of the month and you enter 10, the Statement Payment Due Date will be the 10th of the next month.
3. Press the small world globe Icon right of days, to apply Due Date to all clients.
4. Under "Payment Due Days" second row selection, make sure "Display Due Date on Statement" is selected. Press Save, bottom left.

**To Create a different payment due date for a single client:**

1. Go to the Client Screen, then select the Statement Options Tab.
2. In Statement Options, "Due Date" row, enter the number of days from the Statement Date you want the Statement Due Date to display.
3. Be sure "Print Due Date on Statement" is selected.

End