Video - Adding a Statement Sent Note

446 TDO KB February 23, 2026 New User resources 4.75K

When printing batch Patient Statements, you will be prompted to enter a statement sent note at that time.

However, if you forgot to do that you may always do it at a later time. Click **Reports > Financials > Statement Sent Note**

This will open a window and select the time period for which you printed statements. This will open the same list that you would have had when printing statements. Verify that the names are correct and only highlight the ones that you actually sent a statement to. Then click the **Statement Sent** button and a note will be entered in each of those patient's ledgers.

Online URL: https://kb.tdo4endo.com/article.php?id=446