Printing Statements

For regular customers statements are a useful tool in the monitoring of due and outstanding balances. Individual customers will also occasionally request statements to view the transactions that have taken place through a given period of time.

You will now be in the parameters screen:

a) Populate the following fields:
   - **Operating Unit**  Cambridge University defaults in if you click the list of values.
   - **Bucket**  Statement defaults in when you click on the list of values.
   - **Customer Name**  Enter the customer name by searching using the list of values.
   - **Location**  Optional field if customer has multiple sites.
   - **Cycle**  Standard will default in if you select the list of values.
   - **As of Date**  Date the statement requested (defaults in with present date).

b) Once these fields have been populated click on the **Printing Options**:
   - Update the Printer name (if necessary) and the number of copies to be printed.
   - Click **OK**

c) Click the **Submit** button and close the window.

Your statement will now be ready to be collected from the nominated printer.