



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.

Navigate: Print → Statements

You will now be in the parameters screen:

Name	Message

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.