


RSA e-Business: Navigation

There are two ways for printing a statement: group of statements or single statement. The first part of this document explains how to print a single statement. The second part shows how to print a group of statements.

I. Printing statements

How to print statements: Summary

1. Click on the **Receivables** tab from the main menu.
2. Under the **Search** group, click on the link **Statements**. This will open a new window with a list of forms for printing the statements.
3. Navigate through the list of forms and select one the want for your printing. This will open a new window.
4. In the new window enter the following criteria: **Date, customer range**.
5. Optionally, enter some other search criteria (currency, group ...etc).
6. Click on the Print button  .
7. Click on the Print button for printing the invoice. Make sure that the right printer is selected.

How to print statements: details

1. Click on the **Receivables** tab from the main menu.

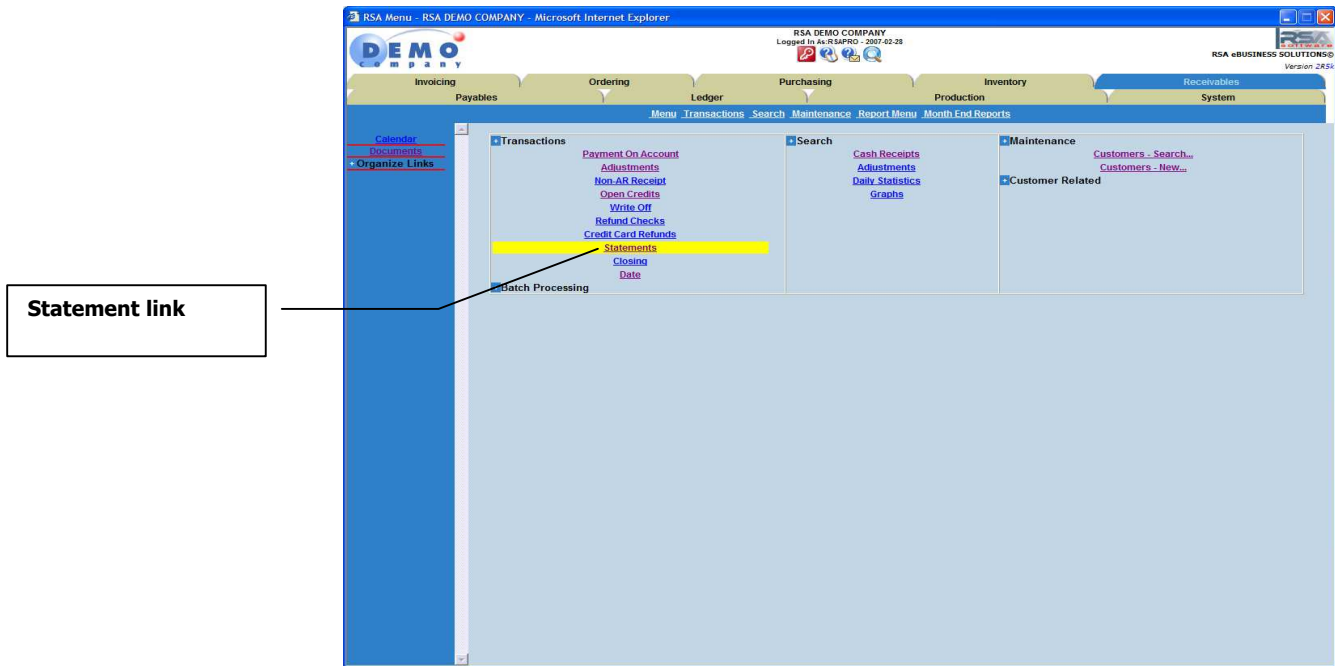


Fig 1: Receivables main menu

2. Under the **Search** group, click on the link **Statement**. This will open a new window (see fig 2 below).



Fig 2: List of printing forms

3. Navigate through the list of forms and select one the want for your printing. This will open a new window (see fig 3 below).

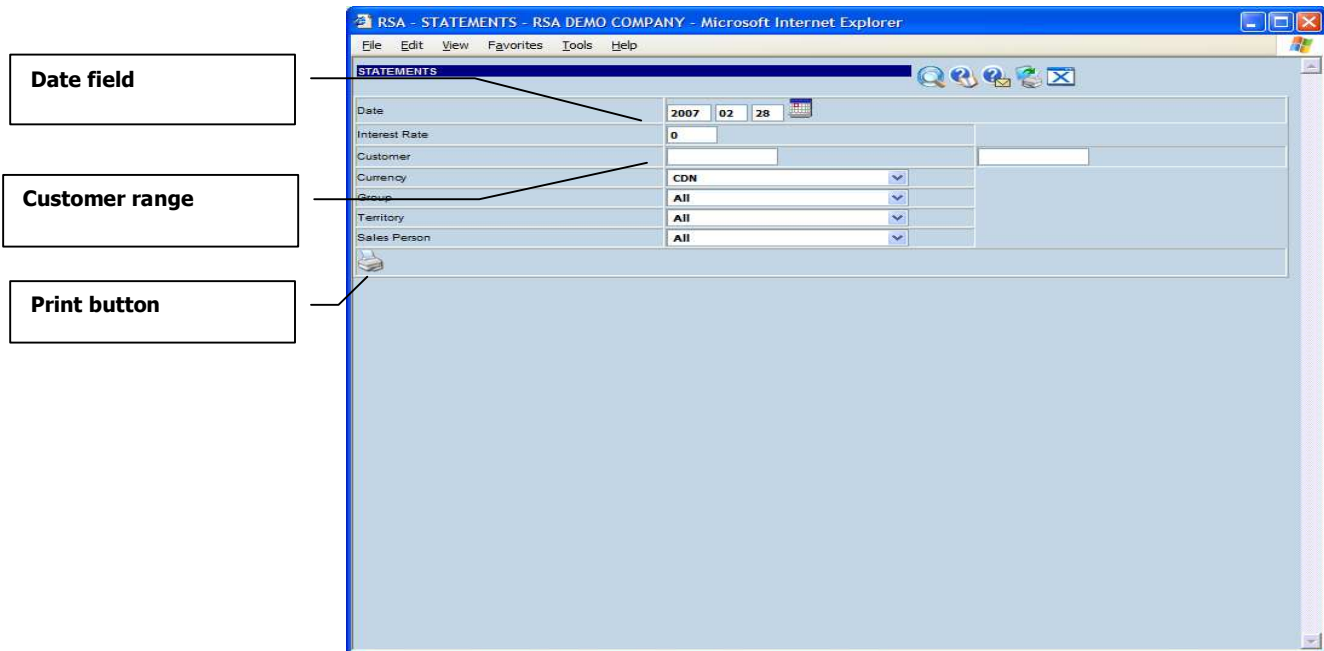



Fig 3: Window for choosing the criteria for the printing

4. In the new window, enter some search following criteria: **Date**, **customer range**.
5. Optionally, enter some other search criteria (currency, group ...etc).
6. Click on the **Print** button . This will open printable forms for the statements that have met the search criteria (see fig 4 below).

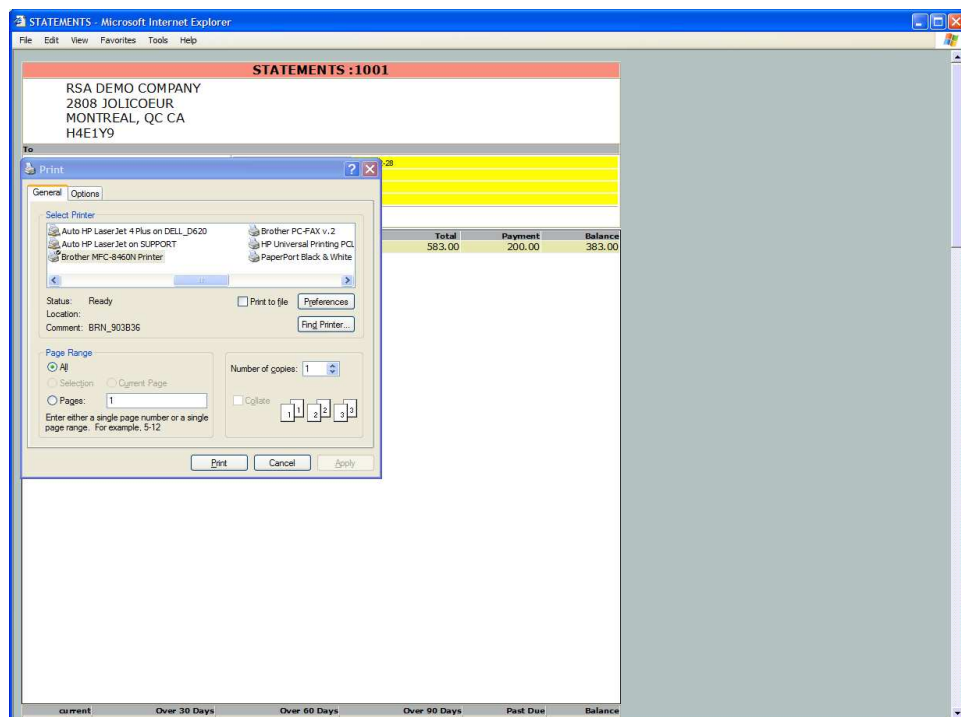


Fig 4: Printable statement forms

7. Make sure that the right printer is selected before and click on the Print button for printing the statements.